

# SESSION CHECKLIST

Use this checklist to build a *Session Information Request* that you can send to speakers. Customize the items to reflect the information you need to obtain before your virtual event. One *Session Information Request* document should be completed for each session offered by a speaker.

## Provide a Speaker Upload Location for Resources/Video Sessions

Provide a method (such as a shared cloud drive) for your speakers to submit their session resources and a naming method for their resources. For example, if you number your sessions, ask your speakers to include the session number at the front of file names on all uploaded resources (e.g., 1\_10-WiFiChart.pdf for session 1.10).

## Provide Branded Elements to Your Speakers

Remember to provide your speakers with branded slide decks and video backgrounds at the time you send the *Session Information Request* document.

## Deadlines and Details (Provided by You)

- Deadline for return of *Session Information Request*
- Deadline for submission of resources
- Deadline for submission of video
- Video resolution required and recommended recording tools
- Speaker name (for Speaker Badge)
- Co-presenter (for Speaker Badge)
- Scheduled date/time information
- Session room/track name
- Session number
- Session title/subtitle
- Session length (minimum/maximum)
- Session format (live, simulive, on-demand)
- Live Session Details (connection details/date when details will be sent)
- Simulive/on-demand video using branded elements (and how to submit)
- Request to attend simulive session (staff Q&A/chat)
- \_\_\_\_\_
- \_\_\_\_\_

**Key Session Items (See also *Error! Reference source not found.*)**

- Session description (\_\_\_\_ words maximum)
- Session tags (minimum \_\_\_\_ searchable words or phrases)
- Session quiz (include how to submit)
- \_\_\_\_\_
- \_\_\_\_\_

**Moderator Items**

- Moderator name (for Moderator Badge)
- Moderator job title
- Moderator company/website
- Moderator email address
- Moderator cell phone number
- Moderator biography (\_\_\_\_ words maximum)
- Moderator image
- Moderator social media sites
- \_\_\_\_\_
- \_\_\_\_\_

**Rights**

- Right to distribute during/after event
- Ownership rights to session recordings

**Resources (Provide Upload Method Information)**

*Complete for each resource submitted.*

- Title of resource
- Short description of resource (\_\_\_\_ words maximum)
- Format of resource (video, .pdf, .pptx, other)
- Right to distribute during/after event
- Resource tags (minimum \_\_\_\_ searchable words or phrases)
- \_\_\_\_\_
- \_\_\_\_\_

**Internal (Do Not Send to Speakers)**

- Session format (live, simulative, on demand)
- Session thumbnail (image size: \_\_\_\_\_)
- Links to related booths
- Assistance needed for video recording
- On-demand configuration (on demand/on demand after presentation)
- Enabled session feature set
  - Q&A
  - Chat
  - Link to booth (booth: \_\_\_\_\_)
  - Polls (list poll titles)
  - Notes
  - Comments
  - Session survey
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_