

BUSN Information Technology

Event Appendices

IT Point of Contact

Mat Krest (mathew.krest@uconn.edu)

Top-Level Questions/Details

- Name of Event, Place, Date/Time
- Does the event need to be recorded and/or live streamed?
- I would best describe my event as:
 - a. **Lecture** - *One speaker being showcased addressing the camera or an audience*
 - b. **Interview or Panel** - *Multiple speakers interacting either dynamically or using prepared questions in the presence of an audience*
 - c. **Team Competition** - *Multiple teams of 2-5 speakers presenting to advisors or judges*
 - d. **Other** - *Please describe*
- I have an expectation that there will be an online or remote component.
 - a. **None**
 - b. **Remote Attendees** - *Watching and submits questions/comments through a chat function*
 - c. **Remote Participants** - *Participating directly with people present in the space and other remote participants*
 - d. **Both B and C**

Initial Concept Meeting

Please include Mat Krest in the Initial Concept Meeting

Event Technology Followup Interview

- Schedule with Mat Krest after the Initial Concept Meeting
- Interview points (some may have been covered in the Concept Meeting, but will be reviewed further)
 - **Event Agenda and Flow**
 - What is the schedule for the event? How will each section transition to the next?
 - **Streaming and Recording, Breakouts**
 - Will the event be livestreamed, or recorded?

- What are the most important aspects of the recorded content?
- Is there an attendee Q/A component?
- Will breakout rooms be needed? (In-person or virtual)
- **Panelists**
 - Will there be multiple speakers or panelists?
 - Will they be in-person or remote?
 - If in-person, what is the vision for the physical layout of the
- **Room/Space Capabilities**
 - Room capacities and expected attendance
 - Recording capabilities overview
 - Audio requirements - will microphones be needed? What style is preferred?
- **Testing**
 - Testing of A/V equipment in the space should take place 2-3 days prior to the event
 - Remote Presenters or Panelists should be contacted
- **Day-of Support**
 - Overview of our support options

Room Scheduling

- Rooms and spaces are subject to availability, so should be reserved as early as possible.
- Room A/V capabilities vary - if you are unfamiliar with the capabilities of specific rooms please wait until after the Event IT Interview to make your reservations. IT will be able to make recommendations based on your needs

Contact points

- IT will need the following contact information;
 - **Primary Point of Contact** for Event coordination
 - **Presenters and Panelists** for sending VIP invites and coordinate testing of their equipment (if attending remotely)
 - **Outsourced Event Support**
 - If event A/V is outsourced, we will need their technical contact to discuss the event space, coordinate site visit
 - If Press will be attending, we will need a contact to determine if they will require access to a Pressbox (direct connection to room A/V)

Site Visit

- A site visit during the event planning process should include all key stakeholders.
- It is important to make certain the space is available before scheduling.
- The site visit usually consists of

- Overview of room/space layout
- Review of event schedule
- Review of site concerns - signage, parking, access and security, reception table, catering
- Review of technology setup

Testing

- **Room A/V Equipment**
 - If the event is in-person, IT will test the room and A/V equipment in the week prior to the event (subject to availability of the space)
- **Remote Presenters**
 - It is strongly recommended that all remote presenters or panelists conduct a connection test prior to the event to ensure that their webcam and microphones are working properly, that the audio is clear on both sides. IT can coordinate these tests.

Follow-Up

- Follow-up activities include;
 - **Event Review** -
 - Were there any issues with the audio or recording?
 - Was there any feedback from the attendees that identified potential problems for future events?
 - What would you have done differently with the event?
 - **Event Recording Release**
 - IT will send out URLs for the recording of the event
 - **Event Attendee Reports**
 - If Webex was used for registration, IT will send out the attendee reports