

Virtual meeting discovery questions

Logistics-

- Where are your speakers located?
- How many presentations (PowerPoint) will need to be collected?
- Do you have exhibitors?
- Do you have sponsors?
- What is your comfort level on a virtual platform?
- Is your event funded by sponsors?
- What are some must-haves to prove value to them?

Presentation options-

- Pre-record only?
- Live event only- one live stream with various presenters coming and going throughout the day?
- Pre-record and then speaker comes back for the live Q&A at the end. **Helpful if multiple time zones and if the speaker is not comfortable live, this is a great option.**
- Video library for attendee to access on demand recordings? How long should education online be available?
- Will you have an opening session or general session?
- How many presenters will present at the same time for breakout sessions?
- Are there any CE components to your program?
- What level of user to user communication would you like your audience to have?

Attendee login access-

- Open API/integrations
- Data between two platforms can be integrated together for single sign on
- Interactive agenda with adding sessions to calendar

Attendee interaction options-

- Do you want attendees to ask their questions by voice? (best for smaller)
- Do you want attendee to ask question by sending them in?
- Networking?
- Polling?
- Voteup or Heat Mats?
- Gamification?
- Multiple languages?
- Closed captioning?
- Social media?

- Chat?
- Attendee banners, notifications?

Reporting-

- Is reporting necessary?
- What type of reporting is wanted? (ie. number of attendees joined, when and how long, polling question results, registration list)
- Summary of number of views and peak views