

VIRTUAL CONGRESS | REAL SENSATIONS



10

RULES for a **successful & effective** virtual event



Complete & detailed briefing is key

1

No change after set-up approval

2

Be ready **1 week before the event latest** for internal kick off

3

4

Quick and easy video with step-by-step explanation before the event

5

6

Anticipate Pop-up messages at entrance and during the course of the day for

- Fast teleportation
- Instant guide - Click instruction

7

8

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1 coordinator on both sides

Clear registration/login and communication process

Rehearse, Rehearse, Rehearse

- Train the speakers-moderators-interpretors enough in advance
- Know your live-streaming platform

Open the environment for discovery **1 day before** the Plenary sessions

Don't make it too complicated