

Set up POC Checklist

Follow along to set up a Webex Event

SET UP POC Check List

- ☐ 2 hours prior to the event, check the Evaluation link by going to <https://events.gartner.com/go/ARCODE>
- ☐ 45 minutes prior to the event, start the Webex Event and set up the Speaker Preferences
- ☐ Start Teams Chat with Speaker, Comods, and any other Gartner Staff necessary and title the chat "Date- V-AER- Title"
- ☐ Ask if there are any last minute changes or if there are any Webex Features they might want to go over
- ☐ Send their digital eval link in the chat
- ☐ Make sure event kicks off, wait 15 minutes into the event
- ☐ Done!