# Set up POC Checklist

Follow along to set up a Webex Event




- [ ] 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!

**Make and Share Free Checklists**

**checkli.com**