

Program POC Checklist

Follow along to set up a Program

PROGRAM POC Check List

- ☐ Find AR Code in VE Assignments
- ☐ Send Speaker Check in to Speaker, Co-Mods and Set up POC the week before the event
- ☐ Check VE3 Calendar invite and make sure to update with Speaker, Co-Mods and POC

GEM

- ☐ Open/Close times - 2 hours prior to the event, End time
- ☐ Rules > Entitlement > Overall Feedback - check for "Access to Features," "Conference Feedback," & "AER_MEETING_ATTENDEE" and that access begins 2 hrs prior to the event, and ends 72 hours after
- ☐ Specialist > Make sure your Speaker is listed
- ☐ Form Builder > Feedback Questions > Speaker Rating - Make sure your speaker shows up

Rainfocus

- ☐ Register Speaker, Co-Mods and yourself to the event
- ☐ Under your registration on your "Email" Tab, send yourself the Digital Evaluation Preview
- ☐ On the event screen check the start time and time zone

Webex

- ☐ Search AR Code
- ☐ Check Time
- ☐ Add Presenter, Co-Mods and VE3 and ensure that they are all "Blue"
- ☐ Go through Preferences and set up

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