

Program-In-A-Box Checklist: How to Host A Successful Event



Reserve a Room, Two Computers, a Projector and External Speakers



Post flyers to promote your event (include sister sciences)



Check YouTube Computer System Requirements

[System Requirements](#) | [Video Quality Check](#) | [Troubleshooting](#)



Use a Landline Connection and not Wi-Fi

Wi-Fi connections drop out occasionally and you will have to reconnect.



Perform a Visual & Audio Test

Make sure the sizing is correct when you project your laptop to your screen. Use external speakers for better/fuller sound.

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Sign in 30 Minutes early to both YouTube and GoToWebinar on separate computers



Use one computer to stream the live broadcast via YouTube (Need Link). Use a second computer to ask your questions and make comments using GoToWebinar (use the link in your confirmation) which is reserved exclusively for groups.



Pass out Handouts & Materials

Index Cards and Attendee Surveys.



5 Minutes before Start Time have Group Ready & Seated



Send Questions using the Questions Box

The Live Q&A begins after the presentation, but please collect questions during the presentation using the index cards and then type questions in.

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Post Discussion Wrap Up

Continue discussion and raffle off ACS Webinars® Beaker Mug & C&EN Water bottle.



Send us Your Count, Collect Surveys & Feedback

Your response is critical. Share your experience with us by completing the post event survey that appears on your GoToWebinar screen. You can also help expedite our reporting. For groups of 30 or less, please take a photo of survey responses and email acswebinars@acs.org. For larger groups, you may use the return envelope included in your box and mail by **February 12**.

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