

Livestream Link: [www.ustream.tv/channel/acslive](http://www.ustream.tv/channel/acslive)

Attendee Survey Link: [www.acs.org/pibfeedback](http://www.acs.org/pibfeedback)

Email: [multimedia@acs.org](mailto:multimedia@acs.org)

## How-to-Host

# CHECKLIST



1

### Before the Event



**Reserve a room, 2 computers, 1 mobile device, a projector, and external speakers.**

#### Promote your event!



Post event flyers, share on social media, your website, and e-mail newsletter. Get creative with your marketing (and don't forget to include #ACSPIB)



#### Secure a landline connection.

NOT WIFI! You don't want drop outs in the middle of your event.



#### Perform a visual & audio test.

Check that the image is correct when you project your computer on the big screen. Use external speakers so that everyone in your group can hear!



#### Get snacks or pre-order plenty of pizza!

(cost not covered by ACS).

2

### During the Event



#### Sign in 30 minutes early.

Use the GoToWebinar link we emailed to you. Ask questions, make comments, and brag about your group size using the GoToWebinar chat window. Plug your second computer to your projector and speakers and click on the IBM Cloud Video link we sent you to watch the livestream.



#### Pass out handouts & materials.

Don't forget the attendee surveys!



#### 5 minutes before start time have group ready & seated.



#### Send us questions for the Live Q&A using #ACSPIB!

Encourage your attendees to tweet their questions for our subject matter experts using #ACSPIB early & throughout the broadcast.

3

### After the Event



#### Post-broadcast discussion.

Keep the conversation going after the broadcast and raffle off the beaker mug and other prizes.

#### Send us your # of attendees, surveys, and feedback.



Your response is critical. Complete the post-event Leader Survey that appears on your GoToWebinar screen. A paper survey is in the box as an alternative.

Direct your group to [www.acs.org/pibfeedback](http://www.acs.org/pibfeedback) for the online attendee survey. If there are not enough mobile devices, ask your group to share or hand out paper surveys.

Please scan and email paper surveys to [multimedia@acs.org](mailto:multimedia@acs.org) by October 31st!