NETWORK&
LEARN
HOST CHECKLIST

Driving Invention into Successful Innovation: Collaboration is Key

BEFORE THE EVENT

✓ **Indentify a local expert to facilitate the discussion.**

✓ **Reserve a room, a computer, a projecter, and external speakers.**

✓ **Send out your invitation. Use the editable flyer at *acs.org/networkandlearn* under "Host Resources."**

✓ **Perform a visual & audio test.**
- Make sure the aspect ratio is correct when you project your computer to your projecter/screen. Does the image look stretched or squished? Are the edges cropped off?
- Use external speakers for louder/fuller sound

AT THE EVENT

✓ **Pass out handouts & materials**
- Additional Resources
- Attendee Surveys

✓ **Group discussion w/additional resources**

Continue the discussion with your local expert and the group.

✓ **Post-Event Feedback**

Hosts should fill out the feedback survey directly after the event on the gotowebinar pop-up screen and collect attendee surveys.