Pre-setup and testing

It is very important that the technical setup is tested at least one day in advance, to make sure that it works, make adjustments, and have time for further testing. It is recommended that this task be done during a workday and starting early, so there is time to change, hire or buy any equipment that is not working as planned. The test should be run using the same tools and online spaces of the real event.

The setup test should include the following activities:

- Prepare the room’s physical setup, including chairs, workspaces, screen/projector/TV locations, lighting.
- Install and test the sound system, including all microphones that will be used, and have extra batteries for microphones ready.
- Test the internet speed to connect to the platform that will be used. Have a connectivity backup plan ready (e.g. mobile data plan).
- Rehearse the whole setup with a main speaker in position to check lighting and position of cameras, microphones, screen and flip chart.
- Check that the screen/TV is correctly displaying what we see in the teleconferencing system (videos in spotlight, display, etc.).

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