

Event Name
Logistics and Presenters Agenda
Event Date and Time

Logistics Overview

Event Purpose & Goals: *insert brief purpose statement and brief bullet list of event goals*

People & Locations at a Glance:

- Participants: Estimated # participants *<note if gathered at certain locations>*
- Presenters: # in Yates (*room name and numbers*) and # in other locations, as applicable.

Technology and Connection Information:

- **Adobe Connect (AC) link for presenters and participants:** *insert url for the event*
Ensure you have a good Internet connection and Adobe Flash Player 11.2 or higher.
A hardwired internet connection (rather than wireless) is recommended.
Hosts any presenter who will do a “screen share” should download the Adobe Connect add-in (other presenters and participants do not need the add-in).
Presenters and participants can run the [Adobe Connect Test](#) to check for flash player, internet connection and speed, and to download the add-in (if needed).
- **Audio Options:** *e.g., teleconference, VOIP, or both.*
 - **Who** (*Adobe Connect host*) will configure AC audio profile to record/broadcast phone audio.
 - Audio/# for participants: *xxx-xxx-xxxx*, access code: *xxxxxx*
 - Audio/# for presenters and logistics team (if different): *xxx-xxx-xxxx*, access code: *xxxxxx*
- **Recording:** The session *will/won't* be recorded by *insert name*. Recording will be edited (if needed), set for “public” access, and url provided to *event content person* for sharing as relevant.
- **Event Content:** PPTs, handouts, presenter photos, poll questions, and video files, as noted in the logistic agenda (below) will be provided to *logistics team member* **by date**.
Poll responses (if relevant) will be summarized and provided by *logistics team member*.

Accessibility for the Event:

- **Live Captions:** *who* will/did reserve from [Fed Relay, Caption Colorado](#): <http://www.fedrcc.us/FedRcc/Order.aspx>. The event conf. #: *insert 7 digit #*.
Note: if participants have issues with captioning in Adobe Connect, they can alternatively log on to the [FedRelay site: http://www.fedrcc.us/](#) and input the event conf. # (above).
- **Keyboard Commands:** [Keyboard commands](#) can be used along with screen readers to access Adobe Connect. Provide this information in the invite/instructions for participants.
- **Accessible Documents:** Use the guides on the [USFS Accessibility Program Website](#) to create agenda, presentation, and handout files that are accessible. Documents will be reviewed and tweaked (if needed) by *name who* for accessibility before loading into Adobe Connect.

Dry Run / Run-Through: with the planning and logistics team and presenters is on *date and time*.
Note if connection url and phone is the same for run-through as for the actual event or different.

Key Event Roles & Contacts

Note: monitor and use “presenter chat” in Adobe Connect as primary “backstage” communication during event.

Logistics and Planning Team Members and Roles

<i>Name</i>	<i>Role(s)</i>	<i>Location During Event</i>	<i>Cell Phone</i>
	Event/planning (content) lead	Yates	
	Event (content) support (<i>if relevant</i>)		
	Event moderator/facilitator (and timekeeper?)		
	Logistics lead: reserve and set up Adobe Connect and captions and run technology	Yates	
	Logistics support: monitor attendee and chat pod for issues and participants that need assistance and back-up for above tasks.		
	Manage audio (when using reservationless line)		
	Chat or Q&A moderator		

Presenters

<i>Name</i>	<i>Location During Live Event</i>	<i>Cell Phone</i>

Contacts for Event Technology Support

<i>Technology</i>	<i>Notes</i>	<i>Support Line</i>
Adobe Connect	Presenters and participants can call this #.	800-422-3623
AT&T Phone Line	For reservationless or regular call lines	800-526-2655
	For AT&T Exec. Service phone lines	800-932-1100
Live Captions	Support for FedRelay, Caption Colorado: http://www.fedrcc.us/	800-590-4197 cc@captionedtext.com

Pre-Event Checklist (complete prior to run-through & adjust if needed before event)

- ☐ Schedule Adobe Connect (AC) sessions for run-through(s) and actual event.
- ☐ Arrange/schedule AT&T phone line (as relevant) for run-through(s) and actual event.
- ☐ Reserve conference room in Yates for run-through(s) and actual event.
- ☐ Reserve captions at least 12 hours before event.
- ☐ Send connection instructions to participants.
- ☐ Set up AC layouts and pods, including the captions pod on all layouts (as relevant).
- ☐ PPTs and other files checked for accessibility and loaded into AC and checked (for formatting).
- ☐ Verify audio conference settings in AC and configure an audio profile if needed.
- ☐ Fill in contact numbers for presenters and logistics people (above) and detailed agenda (below).

Reminders for Presenters

- ✓ Practice! Time your presentation length to make sure you are within your allotted speaking time.
- ✓ Connect early from a computer with a hard-wired (if possible), high-speed internet connection.
- ✓ Mute your computer speakers (if using phone line for audio).
- ✓ Silence your cell phone.
- ✓ If using phone: use a headset or position the phone directly in front of you. Dial into the phone line 15-20 minutes early. Mute your line when not speaking.
- ✓ Do not click the “sync” button (in lower right of your ppt in Adobe Connect).
- ✓ You may advance your slides yourself (as discussed during dry run), using the arrows in the lower left and then (alternatively) your left and right keyboard arrows.
- ✓ To use the pointer, click on the arrow button at the top of your ppt.
- ✓ If streaming your webcam: position camera at eye level and check that your lighting is good and shows well on your face (avoid back-lighting, such as windows behind you).

Detailed Logistics Agenda

Note: monitor & use “presenter chat” in AC for communications with presenters and logistics staff.

Time (EST)	Topic	Presenter	Logistics Notes (e.g., who is on webcam, Adobe Connect layout, ppt or other file displayed on screen)
Day of Pre-Event Logistics			
	Pre-event setup (45-60 min. prior)	All logistics team connect!	Who: Set up computers and cameras (and backdrop & lighting if relevant). Do a camera placement and lighting check. Who: Double-check Adobe Connect layouts and settings: Layouts in order, ppts are on slide 1, polls closed, verify audio settings and preferences for video/share pod, and configure captions.
	Pre-event logistics (25-45 min. prior)	All presenters connect!	All presenters and logistics team: connect to web & AT&T phone line. Who: <ul style="list-style-type: none"> • Place on <u>Welcome</u> layout • Start meeting audio in AC and (if relevant) start (and pause) meeting recording (to prompt AC to dial into the phone line). Note: if using AT&T Exec. or Connect Event Services, ask operator to “pick up” the AC line that dialed in. • Watch for captioner to join and “standby” message to stream.
Pre-Event as Participants Join			
	Pre-event welcome	<i>Play orient. video</i>	Who: <u>Welcome</u> layout with orient. video or instructions on screen in ppt or notes pod. Ensure audio #/instructions are provided on screen.
Event “Go Live” Time			
Start Time 3-5 min	Orientation to the technology	<i>Presenter/ Moderator</i>	Who: <u>START webcam on presenter/moderator</u> Who: <u>Start recording!</u> Who: Provide quick orient. to technology: at least to provide audio connection options/instructions, overview of captions pod, and keyboard commands for accessibility. When done, introduce presenter X/1st topic.
	Agenda item 1	<i>Presenter X Moderator</i>	Who: <u>STOP camera on orientation presenter/moderator.</u> Who: Switch to <u>XXX</u> layout (note if ppt, polls, etc. are on screen) Who: <u>START camera on presenter X as introduced.</u> Who: <u>Present and advance your slides.</u> When done, open for questions / turn it back/to XXX.

	Agenda item 2	<i>Presenter Y Moderator</i>	Who: STOP camera on presenter X. Who: Switch to <u>YYY</u> layout (note if ppt, polls, etc. are on screen) Who: START camera on presenter Y. Who: Present and advance your slides. When done, open for questions / turn it back/to XXX.
	Agenda item 3		
	Agenda item 4		
	Q &A	<i>Session and Chat Moderators</i>	Who: START camera on moderator/presenter(s) Who: Switch to <u>Q&A</u> layout (note if ppt, handouts, etc. are on screen) Who: Open up for Q&A. Provide instructions for how participants can ask questions (if using AT&T exec. service, ask AT&T operator to provide instructions for verbal questions via phone). Who: moderate to alternate between questions from phone and from chat/Q&A pod
	Closing	<i>Moderator/ presenters</i>	Who: Switch to <u>Closing</u> layout Who: Thank presenters and participants. Ask them to stay for evaluation (if relevant). Who: When done, STOP Recording.
	Evaluation		Who: Switch to <u>Evaluation</u> layout and open poll questions to invite participant input on the event. Leave up for several minutes. When time is up, close poll questions.
Immediate Post-Event Tasks			
			Who: Save chat, Q&A, notes, whiteboard snapshot (as relevant)
			Who: End meeting (insert url to push participants to if relevant)

Post-Event Follow-Up

- ☐ **Who:** As relevant, send chat/Q&A transcript, notes pod file(s), whiteboard snapshot to **who**
- ☐ **Who:** On AC admin site, check recording, set access type to “public”, then copy url and send to **who**
- ☐ **Who:** Download poll results, if relevant, and send to **who** for analysis.
- ☐ **Who:** Schedule call to debrief on follow-up and to capture lessons learned for next time (if desired)