# *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](https://usfs.adobeconnect.com/common/help/en/support/meeting_test.htm) 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: **xxxxx**
* **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](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/](http://www.fedrcc.us/) and input the event conf. # (above).

* ***Keyboard Commands***: [Keyboard commands](http://help.adobe.com/en_US/connect/9.0/using/WS5ae85155c1a0214d1172e081227b89777b-8000.html#WS5e953006aa800217-2e21eaae122a9c49b5b-8000) 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](http://fsweb.wo.fs.fed.us/accessibility/education/) 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

| *Name* | *Role(s)* | *Location During Event* | *Cell Phone* |
| --- | --- | --- | --- |
|  | Event/planning (content) lead | Yates |  |
|  | Event (content) support (*if relevant*) |  |  |
|  | 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

| *Name* | *Location During Live Event* | *Cell Phone* |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Contacts for Event Technology Support

| *Technology* | *Notes* | *Support Line* |
| --- | --- | --- |
| **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/](http://www.fedrcc.us/) | **800-590-4197**  [cc@captionedtext.com](mailto: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**:   * Place on Welcome 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 | *Play orient. video* | **Who**: Welcome 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 | *Presenter/ Moderator* | **Who**: START webcam on presenter/moderator  **Who: Start recording!**  **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 | *Presenter X*  *Moderator* | **Who:** STOP camera on orientation presenter/moderator.  **Who:** Switch to XXX layout (note if ppt, polls, etc. are on screen)  **Who**: START camera on presenter X as introduced.  **Who:** Present and advance your slides**.**  When done, open for questions / turn it back/to XXX. |
|  | Agenda item 2 | *Presenter Y*  *Moderator* | **Who:** STOP camera on presenter X.  **Who:** Switch to YYY 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 | *Session and Chat Moderators* | **Who:** START camera on moderator/presenter(s)  **Who**: Switch to Q&A 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 | *Moderator/ presenters* | **Who:** Switch to Closing layout  **Who**: Thank presenters and participants. Ask them to stay for evaluation (if relevant).  **Who**: When done, STOP Recording. |
|  | Evaluation |  | **Who:** Switch to Evaluation 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)