



Digital Meetings Technical checklist

Pre-requirements

For all type of events, is very important to define organizational details before communicating about it. The organizer of the event have to establish:

- **Dates** : one / multiple dates.
- **Frequency**: same public with monthly/weekly events.
- **Type of the event**: only online / hybrid? Technical needs change according to the modalities of the event.
- **Modalities**:
 - Webinar, conference, networking sessions, panel speakers, debates.
 - Translation, subtitles.
 - Open/private chat, questions or comments allowed, waiting room

Deciding on the modalities in advance will allow the organizer to cover the needs in advance as well as to give structure to the event.

- **Agenda**: starting with the preliminary agenda, the organizer can already advance with operational needs and modalities.

Once the agenda is decided, remember to add the link of the meeting below the title or as a first line of each event day, as visible as possible.

Speakers

Good practices: these are easy to follow tips meant to help the speaker feel at ease as well as improving the quality of the meeting.

Before the event:

- **GDPR and content rights consent**: is a form that shall be signed by speakers to confirm their agreement on being recorded, sharing the content of their presentation with the organization and allowing the organization to use said images or content in future activities such a promotion, replay sessions, etc.
 - **A form is available for the Pasteur Network** (requested by email to cominter@pasteur.fr).
- **Presentations /visual supports**: to optimize the event, the organizer shall communicate the size and format of the requested supports such as the size of PPT presentations or HD photos.
 - Ideally, visual supports have to be provided at least 1 week before the event to test the material and have a back-up, at the least 2 hours before the event.
 - On some platforms you can delegate the control to the speaker without having to change the presentation's computer, this is a good option to avoid losing time and retesting the content when changing speakers.

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During the event:

- **Presentation – user’s role:** speakers should always have a co-host role during the meeting, in case they change their presentation, need to share new material or on the case of a connection problem from the host account.
- **Clothes:** always avoid green clothing (systems using filters or 3D technology will mix it with the background), design patterns (stripes, squares, too many prints) which results in visual effects. Patterns can create dizziness and unwanted visual effects on the camera.
- **Webcam positioning:** ideally, the speaker should be standing up or at least have the webcam at their shoulder’s height. This will improve the speaker’s posture and allow them to look straight to the camera (instead of downwards).

“Standing up straight with your shoulders back helps you come across as confident and commanding; slouching and looking down at your feet has the opposite effect.”¹

- **Headphones:** The best tool when presenting on a shared environment (office, home...). It allows the speaker to decrease noise from its environment therefore proposing a better audio for participants. It also gives the speaker a better sound when listening to questions.

These elements will highly improve the participants’ experience and will allow the organizer to use good quality content afterwards.

Participants’ registration

It is not mandatory however is recommended to have a better understanding of the participants. Thanks to the registration form, the organizer will be able to have more details about the participants: gender, disciplines of study/work, organization/ contact details for future events.

If the organizer decides to create a registration, please consider:

Before the event:

GDPR: reminding the participants that they are being recorded and that their photo might be taken is mandatory by European laws. Add a mention regarding data management as you will be storing emails, names and probably professional detail can be easily done with a check box question.

Tools:

- **Google forms:** has to be open with a Gmail address, is easy to use and doesn’t need a fast internet speed so is easier to complete in all devices (computer, phone, tablet) and places.
- **Survey Monkey:** also an easy-to -use platform. An account can be set-up with a professional email and depending on the amount of recipients is free. This tool has great reporting features (statistics, graphs, follow-up emails...). It demands a better quality internet but is still responsive in all devices.
- **Slido :** Engage your participants with live polls, Q&A, quizzes and word clouds, this is a useful tool whether you meet in the office, online or in-between.

¹ Harvard Business Review.

With or without a mandatory registration, is always important to decide on whether the event will be:

- Open to everyone (anybody having the event link)
- Open to invited participants: using the email address used for inviting the participant.
- Access: it is recommended to set-up waiting room to control when letting participants get into the meeting

During the event:

- Access: the organizer and speakers should be connected 15 minutes before the start of the meeting to control sound, camera and presentations. Others participants can wait up to 2 minutes after the set time to be let in.
- GDPR: an additional safety measure is to remind at the beginning of the event that the meeting will be recorded and photos will be taken and might be used for post event media communications.

If a participant manifests their wishes **not** to be recorded, the administrator of the event have to:

- Shut down their camera during the event.
- If there are photos taken – in case of hybrid meetings or “group photos”- remove the person from the frame.

Finally, it is important to highlight that someone can accept GRPD and later change their mind.

Available platforms

Below are the main platforms used today to host online meetings.

- Google meetings: this is the easiest go to platform as a participant as there is no account or special requirements. From the organizer’s point of view, is the simplest platform providing a good service.
- Zoom: presents more tools and features than Google meetings, give more control to the organizer when creating and hosting the event and can be combined to other platforms. Is well known for most users and doesn’t need super high-speed internet so is a good platform when not knowing internet specifications of your users.
- Teams: is recommended for collaborative projects especially when done with participants from the same organization that already have their own Teams accounts. It demands a high-speed internet which can be a problem for some participants, but everyone can participate.

All platforms can be accessed from all type of devices but Teams and Zoom have their own app/platform that has to be downloaded into the device (phone or computer).

From a corporate perspective, Teams is the best option as it includes more functionalities and is automatically linked to outlook, sharing too all tools from Microsoft Office (PowerPoint, Word, Excel, etc.).

Post events

When needed, different tools are available

Surveys and evaluations forms can be the same as for the registration process. Is even ideal as the mailing list will be already set-up.

- Google forms
- Survey Monkey

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Costs

Licences

Prices vary depending on the number of licences (1 email account = 1 administrator user), the amount of participants and, on some platforms, the duration of the meeting.

Prices vary from 300€ to 1000€/year for platforms such as Zoom or Go to meeting, this will depend of the elements above.

Teams has a different procedure as is part of the Microsoft 360 package, so is included on one global offer.

Google meetings is free if you have a Gmail address.

Literature

Tutorials are available below:

- [Teams](#): the user must have a Microsoft account
- [Zoom](#): the learning center has mostly videos in English.
- [SurveyMonkey](#): to create registration and evaluation forms.
- [Google forms](#).
- [slido.com](#)