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## ROLE OF THE EVENT HOST/SPONSOR

As you get started with your event, please greet your participants as they connect (*hopefully about 10-15 minutes prior to the official start time*). Doing this “roll call” allows you to see each site, check the technology, and welcome them individually. (ex: “Hello to everyone in Center City”) For your information, the sites you have participating today include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Once you have all sites connected for your event, and you have greeted everyone, please let them know when you plan to begin (i.e. “We will be starting shortly.” or, “We will begin in 5 minutes.”). Review the “housekeeping items” listed below with all participating sites. Please remember to introduce your speaker to all participants (including remote sites).

### HOUSEKEEPING ITEMS

As a courtesy to all sites please review these pointers with participants at the beginning of your event:

- Please set your video system to “Mute” during the presentation.
- Please switch your phones to “vibrate” during this event.
- When asking a question of the presenter, please state your name and site. (i.e. “Sue Smith at Memorial Hospital”) This will allow the camera to make the shift to your location and for all sites to see you and hear your question.
- **IMPORTANT REMINDER:** You may be seen *at any time* by the other sites (even if you aren’t heard)!