Checklist: Organisation of online events

What to do?	When and who?	Done?
Set up virtual meeting room		
Decide, which additional tools will be needed		
Check functionality of conference tools		
Prepare camera and microphone		
Check and ensure internet access (preferably via LAN)		
Test whole infrastructure a few days before the workshop		
Provide links to handouts, worksheets, evaluation and other material		
Find and inform helpers in advance		
Identify channels of communication		
Advertise (e.g. via Social Media, institute's website, etc.)		
Prepare landingpage (if applicable)		
Prepare registration		
Send event information to all relevant mailing lists		
Send registration confirmation, as well as event timeline, table of content and access information to all participants		
Send event reminder one to two days before the workshop to all participants		
Have the participants sign a declaration of consent form for video and/or photo recordings		
Create evaluation form		
Create screenshots and/or export workshop results (Photo protocol)		

Share the lecture (and additional) material and the photo protocol after the event		
Send confirmations of participation		CC BY

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