

Name	Virtual conferences
Methodology	<p>Before the Event:</p> <ul style="list-style-type: none"> • Set a specific topic • Choose a digital platform • Select speakers and facilitators • Set the agenda • Contact speakers and participants • Promote the e-conference in your networks <p>During the Event:</p> <ul style="list-style-type: none"> • Provide timely and concise logistical information to participants, speakers and staff • Provide logistical support to speakers and to the presenter • Be prepared in case of technical problems