

Wear appropriate business attire. Do not eat food or drink alcohol. Do not give out backup presentation

❶ Download Backup Presentation

Morning of
Event

- ☐ Go to meetingtomorrow.com/webcast.html
 - Password: **broadcast**
- ☐ Rely back **#downloaded** to Meeting Tomorrow at phone number 65084 to confirm you have backup ready to go

❷ Arrive at Venue, Setup and Fill out Setup Completion Form

At Delivery
Time

- ☐ Reply **#onsite** to Meeting Tomorrow. Text 65084
- ☐ Connect projector to laptop. Set to full screen and fill the edges of projector screen. Should be **4:3**
- ☐ Connect laptop directly to speakers or mixer/DI
- ☐ Immediately complete check-in form at meetingtomorrow.com/webcast.html
 - Password: **broadcast**

❸ Webcast Test

Once
equipment is
setup

- ☐ Log-in into fields and enter in your name, location. etc. USE A PERSONAL EMAIL address, not work related
- ☐ Reply **#running** to Meeting Tomorrow. Text 65084
- ☐ Setup phone and connect to the audio bridge for listening to Q&A portion over sound system

❹ Webcast Start

2 hours after
delivery time

- ☐ If the webcast does not begin, refresh by hitting F5 or refresh button in browser
- ☐ Remain in the room for the entire event to address any problems that may arise
- ☐ Rep is responsible submitting questions during Q&A portion either via text or email

❺ Backup Escalation

- ☐ Call Meeting Tomorrow
- ☐ Consult with rep, "would you like me to switch to backup?"
- ☐ Switch to aircard if venue internet goes down
 - ☐ If aircard does not work, switch to backup presentation file
 - Bring out backup phone and connect to the audio bridge for listening to Q&A portion over sound system

❻ Complete follow-up survey

- ☐ Find the form at meetingtomorrow.com/webcast.html
 - Password: **broadcast**

Problems? Questions? Issues? Call (773) 645-4878 OR text: 65084