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 test slide is up on webcast

☐ Repy **#running** to Meeting Tomorrow. Text 65084
☐ Remain in the room for the entire event to address any problems that may arise

❹ Webcast Start

2 hours after delivery time

☐ If the webcast does not begin, refresh by hitting F5 or refresh button in browser
☐ Rep is responsible for typing in submitted questions during Q&A portion

❺ Backup Escalation

☐ Call Meeting Tomorrow
☐ Consult with rep, "would you like me to switch to backup?"
☐ Switch to aircard if venue internet goes does
  ☐ If aircard does not work, switch to backup presentation file
    o 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