

**5/13/15 Astellas (Discovery USA)**

Webcast Tech Instructions

2 hours after delivery time

 **Webcast Start**

 **Webcast Test**

At Delivery Time

 **Arrive at Venue, Setup and Fill out Setup Completion Form**

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

 **Download Backup Presentation**

****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

Morning of Event

****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**

**** Repy **#running** to Meeting Tomorrow. Text 65084

Once equipment is setup

**** Remain in the room for the entire event to address any problems that may arise

****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

 **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
  + Bring out backup phoneandconnect to the audio bridge for listening to Q&A portion over sound system

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

****Find the form at **meetingtomorrow.com/webcast.html**

Password: **broadcast**

➏ **Complete** **follow-up survey**