

**11/12/15 Genetech Novartis (Logistic Innovations)**

Webcast Tech Instructions

**Wear appropriate business attire. Do not eat food or drink alcohol.**

2.5 hours after delivery time

 **Webcast Start**

At Delivery Time

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

 **Morning Confirmation**

****Rely back **#confirmed** to Meeting Tomorrow at phone number 65084 to confirm you will be the tech working the event

Morning of Event

****Reply **#onsite** to Meeting Tomorrow. Text 65084

****Connect laptop to projector and speakers. Set to full screen and fill the edges of screen.

****Do not use venue gear unless instructed by Meeting Tomorrow

****Immediately complete check-in form at **meetingtomorrow.com/webcast.html**

* Password: **broadcast**

 **Webcast Test**

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

Once test slide is up on webcast

**** 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

 **Backup Escalation**

**** Call Meeting Tomorrow

**** Consult with rep, “would you like me to switch to backup?”

**** Switch to backup aircard if venue internet goes down

**** Then switch to audio bridge and PowerPoint if aircard does not work

**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**