

Checklist for digital events

Recording of events:

If you want to record an event, you should first carefully consider the purpose of recording it. This is because it is important that you inform and get consent from the participants well in advance that the event will be recorded. It is also important to inform participants of how the material is intended to be disseminated and used afterwards. Further, double-check that any presenters have a copyright for anything they show. This is especially important when recording!

Captioning of recorded material:

If you want the recording to be published on hb.se and/or via the university's social media accounts, the material must always be subtitled before publication as the university is a government agency that must meet accessibility requirements. Therefore, budget for this type of cost.

Moving images:

Regardless of the type of event, there may be needs/wants for different elements. This can mean an interview with a researcher in a lab setting or an introductory film. Depending on the scope, the university's media producers can help produce, but otherwise this will be done with the help of a contracted media production provider, and in those cases you as the client are responsible for the cost. Therefore, budget for this type of cost as well.

Tips for digital events:

- Check with the presenters if they will include URLs, contact details, or other such information in their presentations. Collect the information in a Word document that the chat manager then enters into the chat.
- Check with the presenters if their presentations will be shared afterwards, and if so, where. This is a question that is commonly asked by participants and is important for the chat manager to be able to answer it.
- If several people are going to show PowerPoint presentations, these should be transferred to a single computer and tested out in advance. This minimises the risk of technical problems as different computers may have different settings.
- Include an attractive PowerPoint slide to be shown about 10 minutes before the event starts. For Zoom Webinars, inform the audience that they cannot turn on their audio and camera, but that they can ask their questions in the chat.
- At the end, add an image showing, for example, "Thank you for your participation" and contact details. Show the same during any breaks, technical problems, etc. If you wish, you can also add music to your presentation.

Tips for digitala event (cont.):

- Plan breaks and interactive elements such as questions from the presenter to the participants, for example via Wooclap. This is very much appreciated and lightens things up. The university's Learning Technologists offer training in various interactive tools.
- Turn on the sound and camera – in that order. That way you won't have to look around for the mute button.
- Make sure that all participants know how to communicate with the hosts/chat manager if questions arise during the event.