



VIRTUALIZE YOUR COMPUTER SOCIETY CONFERENCE SUMMARIZED TO-DO LIST

Based on our experiences with conferences that have moved to virtual, the following steps should be included in your execution plan, as well as any other needs specific to your virtual event:



Make a plan. Include tools, mechanisms for capturing author presentations, what to do with session recordings, and timing for all activities.



Schedule the sessions, and collect the links to all virtual locations to provide registrants with easy navigation from the program schedule on the conference site.



Explore ways to make planning easier with [Computer Society Conference Development Solutions](#).



Do hands-on training with the platform tools a week in advance so that all hosts and moderators have experience with them.



Establish registration rates with your conference planner by reworking the conference budget to account for costs associated with your virtual plan.



Contact registrants to let them know what to expect, including system requirements, schedule, and links to the program and any additional resources.



Contact authors and speakers to let them know requirements for presentations, how to share videos and documents, and what to expect during the conference, including system needs for the platform.



During the conference, we recommend two hosts for each session to manage everything and ensure continuity if one host should experience technical issues.



Contact exhibitors and supporters to let them know what to expect, as well as how to share files such as videos or PDFs.



Send follow-up communications to attendees with links to the recordings, discussion threads, and survey to gauge their experience.

Contact your conference planner directly, or email conferences@computer.org, for any assistance you need.

View with comprehensive Virtual Event Planning Guide at <https://bit.ly/VirtualEventGuide>.