

Venue and Technology Checklists

Venue Selection Checklist

SPACE

- Adequate size for participant count (6–8 m² per person recommended)
- Flexible layout – furniture can be rearranged
- Breakout spaces available for team work
- Dedicated presentation area with visibility for all
- Accessible for all participants (see Accessibility section)

INFRASTRUCTURE

- High-speed reliable internet (min. 100 Mbps, tested with multiple simultaneous devices)
- Sufficient power outlets (4–6 per team area); extension cords available
- Climate control – adjustable heating and cooling
- Adequate and adjustable lighting; ability to dim for presentations
- Accessible restrooms on the same floor

EQUIPMENT

- Tables and chairs suitable for extended work sessions
- Whiteboards or collaboration surfaces – at least one per team
- Projection or large display (minimum 65")
- Sound system and microphone(s)

 **LOGISTICS**

- Available on the required dates
- Within budget — all costs confirmed including any hidden fees
- Catering allowed or available on-site
- Parking or public transport access for participants
- Security and overnight storage for multi-day events

 **ACCESSIBILITY**

- Wheelchair-accessible entrance and all required areas
- Elevators available (if multi-floor venue)
- Accessible restrooms confirmed
- High-contrast signage with symbols at entrance, rooms, and exits
- Induction loop or assistive listening system available
- Venue visited in person before signing contract
- Accessibility re-checked the day before the event begins

Technology Setup Checklist

 **PRE-EVENT**

- All platforms and tools selected and tested end-to-end
- Participant accounts created in advance
- Equipment ordered or rented; delivery confirmed
- Internet speed tested at venue with multiple simultaneous devices
- Technology guide created and distributed to all participants

SETUP DAY

- Internet connectivity verified
- Video conferencing tested from all participant roles
- Cameras positioned, framed, and tested
- Microphones tested – check for echo and background noise
- Displays and projectors working from all presenter positions
- Presentation switching tested between devices
- All adapters and cables available and labelled
- Power strips positioned and surge-protected
- Charging stations set up and operational

HYBRID-SPECIFIC

- Remote participants can join successfully from their location
- Audio quality tested in both directions
- Screen sharing working from all presenter devices
- Breakout rooms configured and named
- Recording tested and participant permissions confirmed
- Backup connection (hotspot) ready and tested

SUPPORT

- Tech support person assigned, briefed, and on-site
- Troubleshooting guide available in printed form at help desk
- Backup plans documented and accessible to all organisers
- Venue tech support contact confirmed
- Help desk location designated and clearly signposted