

# Coordinating a Virtual Event

## Ten Important Planning Questions for CTLs

- 1** What type of virtual event is being planned?
- 2** What are the goals of the event?
- 3** Is fully online or hybrid the most appropriate modality for the event?
- 4** What is the budget for the event?
- 5** How many participants are estimated to attend? Are participants internal or external to the institution, or both?
- 6** What people support is needed?
- 7** What digital tools licensed by the institution can be used?
- 8** Will event materials need restricted access?
- 9** What online platform is most appropriate?
- 10** Will participants need to have access to materials after the event?