

VIRTUAL EVENT (via SpotMe)



Topic:	Date:

A: CREATING THE EVENT (min 6 weeks before the event)	
COMPLETION DATE ▼	
Define theme and subjects of event, brainstorm agenda and budget (in case of paid speakers)	
Develop draft agenda - submit for internal approval	
Check for similar events/conferences on national level that may impact the availability of participants	
MLR submissions and approvals (if applicable)	
Contact local BI to get info about speaker tier/fees (if applicable)	
Send webinar request to Angels Core Team	
Kick-off call with Angels Core Team/BI SpotMe Unit to define scope	
Host a briefing call with speakers and agree on date to have the slides ready	
Consider informing joining partners (e.g. Nutricia, Medtronic, Brainomix,...)	
Sponsorships may also require approval, depending on local policies (In case there is no requirement for official approval, consider informing only)	

B: SETTING UP THE EVENT	
COMPLETION DATE ▼	
Follow up with Core Team for Endorsement by the ESO for this event (https://eso-stroke.org/eso-endorsement/), (if applicable)	
Apply for Endorsement by the national societies, (if applicable)	
Set-up landing page on the Angels Website	
Prepare Invitation E-Mail in Active Campaign (support by Angels Core Team)	
Set-up SpotMe registration page (support by Angels Core Team / BI SpotMe Unit)	
Set-up SpotMe event app (support by Angels Core Team / BI SpotMe Unit)	
Set-up SpotMe emails (support by Angels Core Team / BI SpotMe Unit)	
Internal webinar test call (with Angels Core Team / BI SpotMe Unit)	
Book test session for speakers (alignment with Angels Core Team / BI SpotMe Unit)	

C: 1 WEEK BEFORE THE EVENT	
COMPLETION DATE ▼	
Rehearsal call with speakers in SpotMe (supported by Angels Core Team / BI SpotMe Unit)	
Clarify roles and responsibilities during webinar	
Receive and review speaker's material	
Send out final reminders ("1 week to go" email)	
Send polling questions to Angels Core Team / BI SpotMe Unit (if applicable)	

D: DAY BEFORE THE EVENT	
COMPLETION DATE ▼	
All slides checked: scientific content, amount of information and adherence to compliance	
Make sure all PDF slides are uploaded /PPT slides are available on your computer as backup and polling questions are created (if applicable)	
Brief Angels Core Team / BI SpotMe Unit on last details and/or changes	
Have speaker's phone numbers at hand in case of any upcoming issues	

E: EVENT DAY	
COMPLETION DATE ▼	
Send a reminder email to registered user in the morning of the event through SpotMe	
Pre-stream technical session (30min before webinar)	
Webinar	

E: EVENT FOLLOW UP	
COMPLETION DATE ▼	
Publish video in video library on Angels Website and connect it to landing page	
Debrief with speakers	
Post-event communication through Angels Website (incl. the information that users can find the certificate in their dashboard on the Angels Website)	
Save all relevant documents according to your company regulations: transfer of value spreadsheet (for any participant who received benefits / payments) / participant list	