

# April 2020 CNTT Technical F2F Work Shop

## Event Management & Communications

- Announcement (LFN, CNTT)
- Facility Approved (Reserved)
- Registration Link (LFN)
- Legal | Contractual (LFN)
- Event Landing Page

## Event Planning

- Topic Solicitation
- Build Agenda
- Agenda Reviewed | Approved
- Event Topic Facilitation (Details Added to Agenda)
  - Presentations
  - Speakers
  - Discussion Panels
- Load CNTT Agenda to LFN Master Agenda

## Event Logistics

- Reserve Rooms (LFN)
- Room Layouts / Seating Configurations (LFN)
- Podium(s)
- Audio / Visual (including microphones)
- Power to Seating Areas (LFN)
- Zoom Bridge Room / Session Assignments (LFN)
- Etherpad Setup (CNTT Technical F2F Work Shop Workstream)
- Coffee Service
- Lunch
- Community Socials (LFN | GSMA coordinated)

## Pre-Event Activities

- Presentations Posted to Master Agenda
- Zoom Bridges Posted to Master Agenda
- Etherpad Links Posted to Master Agenda
- Audio / Visual Certification (Day Prior)

## Event Facilitation Assignments

- Overall Event Host(s)
- Session Facilitators | Time Keepers
- Event Manager (Facility Coordination)
- Note Takers (Audience Solicitation)
- Microphone Runners | Stand
- Zoom Bridge Recordings | Publication

## Post Event

- Organize | Consolidate Etherpad Notes
- Document | Review Action Items
- Conduct Event Survey
- Publish | Review Survey Results