

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