



HOST/CO-HOST CHECKLIST

Your Go-To Checkpoints for a flawless event experience

MUST-HAVE CHECKLIST

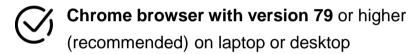
Grant Permissions





Ensure







Internet Speed Requirement
Minimum upload speed of 5 Mbps and
download speed of 10-12 Mbps

Close all other applications/ tools accessing mic and camera in the background

Disable





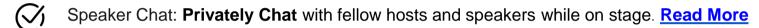
SHOULD-DO CHECKLIST

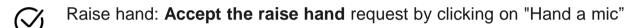
Backstage Rehearsal

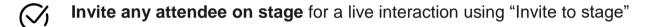
- Click on the "GO BACKSTAGE" button. Perform below backstage functions (available on live stage also):- Quick video
- Show/Hide Speaker and Host: Hide the speaker/ hosts on backstage if required and show them on stage in live session
- Test Share Screen Host & speaker(s) to present their screen or PDF
- Settings: Read More
 - Manage Co-Host: Change or remove co-host during the session or before the session starts
 - Audio & Video settings: For changing or testing camera and mic input
 - Apply Stage Backdrop: Apply stage backdrop to give visual effects to the live stage
 - Apply Virtual backdrop: Display an image or video as your virtual background
- Polls: Create and publish polls or save as draft to be sent later during the live session
- Start Session: Click on the "START SESSION" button on the top right of the stage to go live

GOOD-TO-KNOW CHECKLIST

Livestage Functions









Enable Q&A moderation to approve selected questions and show chat/ Q&A on stage for more visibility

Pin speaker: Pin keynote speaker to spotlight them whenever required

Pause Session - Take a break and then resume the session afterwards if required

End Session - Once the session is completed, end the session by clicking the "END SESSION" button