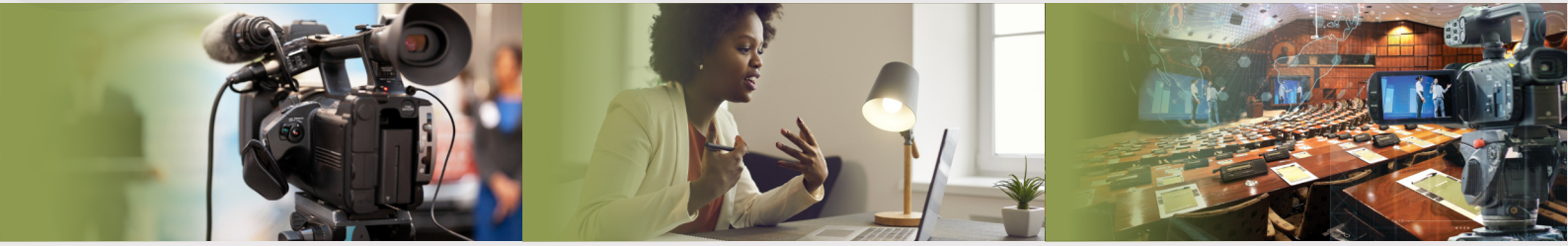


CSIR ICC

Hybrid Event Guideline



CSIR International Convention Centre (CSIR ICC) offers seamless end-to-end digital and hybrid event solutions to help you. We can help to deliver your event content to multiple venues or persons across the country, or the world, from a studio environment or live event broadcast from any of our purpose-built venues.

Planning a hybrid event?

Hybrid – a combination of live and online attendees through various virtual platforms built according to your specifications.

Adding options to attend remotely helps make your event more accessible and it can maximize your revenue opportunities.

Our experienced team and network of qualified suppliers are on hand to tailor-make your digital event – on brief, on budget and on time!

Planning for your event

- Choose an App (Zoom, Teams, Webex, etc.) or software to use
- Check the licensing needs for your preferred App
- Check the internet provision at the selected event venue
- Create the event link and share it with your event service providers including your presenters
- To avoid technical issues, arrange for a dry run with presenters a few days before your event
- Determine if you will be streaming only or if you need a live recording of the event proceedings as well (recorded footage may be used later)
- Have pre-recorded video presentations for all virtual presenters. The pre-recorded videos will be used as a backup in case of technology/network issues
- Structure your programme to allocate virtual speakers at the beginning of the programme or after breaks to allow for testing
- Indicate on-site presenters and online presenters on the programme to share with the technical service providers
- Share PowerPoint presentations with the technicians and all material to be displayed in advance
- Always include your event Technicians in your planning for input and guidance.

Event Day

- Check the settings of the meeting/webinar to admit or allow participants to join easily
- Start the online meeting at least 30 minutes before to allow participants to settle in
- Have an onsite and offsite presenters' briefing with the technical team before the start of the programme
- Have a facilitator to monitor the virtual event and engage with the online audience.

