

# Considerations when planning virtual meetings and events



As travel restrictions increase globally, resulting in the postponement of many medical conferences, medical and marketing teams are re-evaluating their 2020 plans and looking for alternatives to face-to-face activities to continue to deliver.

Whether you are organising a virtual meeting from scratch, or transferring a planned live event to an online format, here is a handy checklist on the points to consider in order to select the right platform, plan effectively and ensure success!

Complete this checklist and send to [LouiseCarrington@openhealthgroup.com](mailto:LouiseCarrington@openhealthgroup.com), and we will provide you with our recommendation for running your meeting.

## WHAT IS THE MAIN PURPOSE OF YOUR MEETING? TICK AS MANY AS NECESSARY

- Obtain advice or opinions from a group of people on a topic
- Share information and/or present content to a group of people
- Facilitate review of one or more documents
- Collaboration with live note taking/idea generation
- Collate advice/feedback over a defined period of time

## WHO ARE THE PEOPLE INVOLVED?

- My colleagues or internal staff only
- External stakeholders (e.g. KOLs and/or physicians)
- Over 100 participants

## WHAT IS YOUR MEETING FORMAT?

- One-off meeting
- Series of meetings
- Multiple presenters to share content with a group of people
- Provide on-demand access to the meeting
- Use of webcams
- Facilitate an immersive experience

## MEETING ACCESS

- Closed - Email addresses for all the invited participants will be provided/participants will need to enter a password to join the meeting
- Open - Participants will register to attend the meeting
- Meeting platform to be available in multiple languages
- Participants should not need to install anything on their devices
- Participants to join via phone/mobile only
- Participants to join via mobile or desktop options

**If you would like to discuss our recommendations based on your requirements, please get in touch with [LouiseCarrington@openhealthgroup.com](mailto:LouiseCarrington@openhealthgroup.com)**