

Internal



live event



cheat



sheet



Tips, tricks, and the ultimate checklist for running care-free comms for your org.

Pre-event

Network and event settings

- Establish a strong internet connection
- Select correct date/time based on your region
- Privacy setting "Public" if external
- "Stream with your browser" as encoder
- "Standard latency" selected
- Involve your network team
- Do a dry run with Collective's readiness test
- Analyze test results and identify improvement plan

Content

- Add speakers and "generate link" to share directly
- Enable "Backstage" for separation of audio
- Create and label scenes
- Upload all video content to Enterprise acc
- Add all media (videos, images, and slides)
- Enable Chat and Open Q&A (if being used)
- Create polls (if being used)
- Do a dry run and identify optimizations

Live event

- Start stream
- Click "Send to Stream" for each scene
- Notify presenters that comms are available through
- Speaker Chat
- Check stream health
- Check live analytics
- Archive questions as they are answered

Post event

- Export Chat
- Export Q&A
- Select "Stop Stream"
- Navigate to Registration > Complete Event
- Trim event (intro and outro)
- Archive VOD to the appropriate folder
- If Registration was used, export Attendee List
- Share event analytics with stakeholders
- Schedule a post-event review and thank your team!
- Leverage analytics to share your success with stakeholders

Tips

- + Keep the convo going by converting your live event to a **video on demand** asset
- + **Never** create an event under your personal staff account
- + Remember to **always** do a dry run prior to your event to ensure you understand the run of show
- + **Don't** edit a scene while live, instead, duplicate and make your edits to the duplicate version
- + **Remember** to close all other applications while producing as this may affect connectivity
- + Reach out to your **Vimeo** and **Kollective** account teams

Tricks

- + Open the event in an incognito browser or second laptop to **monitor** the stream from a viewer's perspective
- + For Q&A, use a layout with **extra space** at the bottom to avoid covering a speaker with the overlay
- + As a producer, you have the ability to delete and/or block **offensive comments** in the audience chat
- + Speakers that are acting as chat moderators can be named **"Vimeo"** to speak on behalf of the team
- + Make your content even more engaging and accessible with **interactivity** and **AI translations**