

before the event

general

- reflect about your personal goals with feedbackr
- consider how to use free text and multiple choice questions
- think of some icebreaker questions to get your audience started
- prepare questions
- plan approximately 2 minutes for one question and discussion
- inform moderators/speakers
- integrate your corporate design
- on-site support needed? Contact us
- think of a memorable short code for your audience to connect with feedbackr

connectivity

- provide WLAN for your audience
- check mobile phone reception
- prepare information sheet (link to feedbackr, WLAN login credentials)

technical equipment

- presentation laptop for the results
- video switcher (switching between presentation and results)
- beamer and connection (HDMI, DVI, VGA)
- sound system, microphones

during the event

- audience onboarding: make sure that everybody understood feedbackr
- the link to feedbackr should be omnipresent (slides, information sheet)
- optionally offer replacement mobile devices
- the results are presented and discussed

after the event

- send the results to the speakers
- evaluate the feedback and responses from your audience
- write about your event (blog, facebook, etc.)
- optionally prepare press release