

Livestreaming options:

For small events (up to 30 participants):

1. *Audio and video:* A computer connected to a camera and microphone(s).
2. *Slide presentation and audio:* A computer connected to the PowerPoint slide presentation, as well as a microphone.
3. *Audio only:* A computer, featuring a PowerPoint holding screen with the title and logos of the event, as well as a microphone.

For large events (more than 30 participants):

An external company must be hired by the livestream organisers to broadcast the audio and visual of the event.

1. *Audio and video:* Multiple cameras are recommended to capture multiple angles. Audio of the live presentation and simultaneous translations (if applicable) are broadcasted.
2. *Slide presentation and audio:* Broadcast of the PowerPoint slide presentation as well as the microphone.
3. *Audio only:* A PowerPoint holding screen with the title and logos of the conference needs to be provided to accompany the audio livestream.

Livestream Checklist for Organisers

	Activity	Time	Details
First things first	<p>Secure technical capacity:</p> <ul style="list-style-type: none"> • Assess the cable and/or wifi connection at the event venue • Designate a technical lead <p>For a small event:</p> <p>Determine the audio and visual (video and/or slide presentation) approach, as well as technical and human capacity.</p> <p>For a large event: Hire a livestream broadcasting company:</p> <ul style="list-style-type: none"> • Video: Multiple cameras? • Audio: Language (synchronous translation?) • Recording • Embedding codes 	At least 3 weeks in advance	<p>We recommend securing livestream broadcasting company before approaching the socialprotection.org team.</p> <p>The designated technical lead will be the focal point of communication with the technical lead of the socialprotection.org team.</p> <p>Please note, that if a company is not hired, as may be the case for a small event, the designated technical lead must be on hand full time and in person, at the event.</p>

Preparation	Programme: <ul style="list-style-type: none"> • Event title • Date(s) • Time and timezone • Session titles • Panelist titles • Language(s) 	At least 2 weeks in advance	The livestream programme is essential to the promotion and dissemination of the event. This information will also be used for the details of the recordings once uploaded onto Youtube .
	Determine whether questions will be fielded from the livestream audience using a live chat . If so, assign the role of a moderator .	At least 1 week in advance	Determine how questions will be relayed to the panelists during the event.
Testing	Testing the embedding code(s) and livestream link .	At least 2 days in advance	The technical lead of the organisers or the hired broadcasting company will be responsible for supplying the embedding code(s) to the socialprotection.org team in advance and conduct a test.
Promotion	Livestream announcement invitation campaign sent.	1 week in advance	The socialprotection.org team sends out an announcement of the livestream.
	Livestream reminder campaign sent.	On the day	The socialprotection.org team sends out a reminder that the livestream will soon commence.
Livestreaming	Inform the panelists and participants that the event is being livestreamed.	One the day	Remind the panelists to speak into the microphones.
Follow-up	Promote and disseminate recordings and content outcomes from the event. A follow-up email campaign is sent if there is a corresponding socialprotection.org Online Community .	Within 2 weeks	Content is promoted on social media following the event.