HBA Webinar
Technical Rehearsal Notes

Please also see our [technical rehearsal guide](#)

Webinar details:

Webinar title:

Webinar date: **Webinar time:**

Tech rehearsal date: **Tech rehearsal time:**

Region: **Chapter:**

Webinar platform: Zoom   GoToWebinar   Webex   Other:

Event leader: **Tech support leader:**

Other necessary team members:

Speaker(s):

Technical details:

Who will run the slides?

Will there be poll questions?

Yes   No   If yes, are they pre-loaded to the platform?

 Polling notes:

Will there be handouts?

Yes   No   If yes, will they be pre-loaded/added via the chat feature?

 Handout notes:

Will there be breakout sessions?

Yes   No

 Breakout notes:

Note: also please remind all participants during the tech rehearsal that the live event will be recorded.

Webinar flow:

Other technical details/notes: