



## Hybrid Conference Host Location Requirements

Thank you for your interest in hosting a remote session of the conference. Below is a list of things you will need to be able to provide.

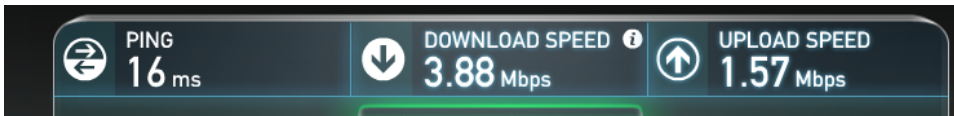
1. A room big enough to hold the attendees, preferably cabaret style
2. Event promotion (just like you would for any event but we'll help by providing some collateral material and promoting it through out channels)
3. Provision for lunch as you would with any other event (catered, box lunches, BYO... It does not matter to us.)
4. Morning and afternoon break refreshments, as you would for any event
5. Registration administration (You determine what you want to charge attendees for the event)
6. A projection screen big enough to be seen well by all attendees.
7. An amplifier and speakers that are big enough for the room and that can be plugged into the computer used to project the video.
8. A steady and minimum download speed of 2 Mbit. You can determine the download speed by following the instructions on the next page.
9. Two computers (One is to project the presentation and the second to submit comments, questions and feedback back to the presenters. It is preferred that the second computer has a webcam, although we are still working on the logistics of how these might be used.)
10. Someone to act as a presenter's aid, helping guide the experience locally. Anyone who has had success in running a workshop in the past can handle this. We will provide some brief material to help this person be prepared.

## Measuring Download Speed

Go to [www.speedtest.net](http://www.speedtest.net) and click the Begin Test button.



Wait until the test is completed and then take note of the download speed and the upload speed. Look for the image below around the middle of your screen.



Send the following to [tony@BetterImpact.com](mailto:tony@BetterImpact.com)

- Upload and download speed
- Name, email and phone number of a contact person we can reach out to if needed.
- Was this done with a computer connected with a network cable or connected wirelessly?

Questions?

Just contact Tony at 1-800-844-1545 x120 or by email at [tony@BetterImpact.com](mailto:tony@BetterImpact.com)