

Checklist of Questions to Ask Before Selecting a Platform for your Virtual Events

Pricing	
Price per single event	<input type="checkbox"/>
Price for monthly subscription	<input type="checkbox"/>
Price for annual subscription	<input type="checkbox"/>
Price per participant/hour	<input type="checkbox"/>
Other pricing models (specify)	<input type="checkbox"/>
Discount for yearly payment?	<input type="checkbox"/>
Session Support	
Single event webinar/keynote	<input type="checkbox"/>
Multi-day webinar/summit	<input type="checkbox"/>
Multi-track conference	<input type="checkbox"/>
Discussion/networking	<input type="checkbox"/>
Trade show	<input type="checkbox"/>
Support for Browsers and Devices	
Runs in web browser (Safari, Chrome, Firefox, Edge, etc.)	<input type="checkbox"/>
Requires app installation or Native in Browser Window	<input type="checkbox"/>
Mobile app version (iOS, Android)	<input type="checkbox"/>
Attendee Information	
Registration required	<input type="checkbox"/>
Registration optional	<input type="checkbox"/>
No registration required	<input type="checkbox"/>
Limit access based on the category of registration	<input type="checkbox"/>
Unique access link for each attendee	<input type="checkbox"/>
Organizer can add individual registration	<input type="checkbox"/>
Upload a batch of registrations	<input type="checkbox"/>
Payments	
Integrated into platform	<input type="checkbox"/>
3rd party payment processors integrated in platform	<input type="checkbox"/>
Link to external 3rd party payment processor	<input type="checkbox"/>

Campaigns For Registrants	
Emails sent by platform (no 3rd party service required)	<input type="checkbox"/>
Integrates with 3rd party email service	<input type="checkbox"/>
Personalize with registrant information	<input type="checkbox"/>
Messages are configurable	<input type="checkbox"/>
Max no. messages before the event	<input type="checkbox"/>
Max no. messages after the event	<input type="checkbox"/>
Options for Speaker Videos	
Virtual background option (custom templates, green screen, no background)	<input type="checkbox"/>
Max length of single session	<input type="checkbox"/>
Max number of simultaneous sessions	<input type="checkbox"/>
Can record session for replay	<input type="checkbox"/>
	<input type="checkbox"/>
Powerpoint and Slide Support	
Supports animation	<input type="checkbox"/>
Supports embedded video with sound	<input type="checkbox"/>
Speaker can see speaker notes	<input type="checkbox"/>
Speaker can see next slide	<input type="checkbox"/>
Computer audio sent to platform	<input type="checkbox"/>
Multiple Speakers Per Session	
Max no. speakers on screen at one time	<input type="checkbox"/>
Max no. speakers waiting backstage	<input type="checkbox"/>
User-configurable screen for multiple speakers	<input type="checkbox"/>
Insert Uploaded Video	
File size limits	<input type="checkbox"/>
Formats supported	<input type="checkbox"/>
Attendee Participation	
Hidden from other attendees	<input type="checkbox"/>
Visible to other attendees	<input type="checkbox"/>
Chat logged for download	<input type="checkbox"/>

Group Text Chat	
Hidden from other attendees	<input type="checkbox"/>
Visible to other attendees	<input type="checkbox"/>
Chat logged for download	<input type="checkbox"/>
Attendee Participation	
Raise hand to ask question	<input type="checkbox"/>
Can appear on screen with speaker	<input type="checkbox"/>
Networking and Breakouts	
Auto-assign attendees to breakout rooms	<input type="checkbox"/>
Host assigns attendees to breakout rooms	<input type="checkbox"/>
Attendees choose breakout room to join	<input type="checkbox"/>
Breakout rooms include video chat	<input type="checkbox"/>
Platform shows how many attendees are in each breakout room	<input type="checkbox"/>
Participant Engagement	
Group chat (built into platform or 3rd party?)	<input type="checkbox"/>
Offer files for download (size of files, formats supported, analytics for tracking downloads)	<input type="checkbox"/>
Speaker bios and social links available	<input type="checkbox"/>
Audience survey capabilities	<input type="checkbox"/>
Event Agenda	
Search by day, speaker, topic	<input type="checkbox"/>
Participant can create custom schedule	<input type="checkbox"/>
Participant can schedule reminders	<input type="checkbox"/>
Analytics	
Attendee registration data tracked	<input type="checkbox"/>
Heat map for engagement in each session	<input type="checkbox"/>
List of attendees who registered	<input type="checkbox"/>
List of attendees who attended	<input type="checkbox"/>
List of attendees who attended each session	<input type="checkbox"/>
List of attendees who downloaded a file	<input type="checkbox"/>
List of attendees who clicked on external URL	<input type="checkbox"/>
List of attendees who participated in group video chat	<input type="checkbox"/>