

## Lobby Experience Configuration Checklist

### Pre Lobby

Webcast Settings Tab	
<input type="checkbox"/> Pre Lobby is selected <input type="checkbox"/> Pre Lobby is set for the correct Date/Time	<b>Note:</b> Date/Time defaults to 15 minutes before the start of the webcast. In most cases, this needs to be adjusted to an earlier Date/Time.
Lobby Tab: Pre Lobby	
<input type="checkbox"/> Header and Background Image are uploaded (if applicable) <input type="checkbox"/> Check that Modal Survey is not enabled in Pre-Lobby <input type="checkbox"/> "Demo Mode" is not enabled	
Widgets (If applicable)	
<i>Best Practices for All Widgets:</i> <input type="checkbox"/> Confirm all required widgets are enabled "Active" <input type="checkbox"/> Ensure the Advanced Option settings remain on default <input type="checkbox"/> Make sure all URLs are secure sites, starting with "https://"	
Webcast Title	Video
<input type="checkbox"/> "Display Title" is <b>disabled</b> <input type="checkbox"/> Title is set to "Autofill Webcast Title"	<input type="checkbox"/> "Display Title" is <b>disabled</b> <input type="checkbox"/> Correct Video and Replay Image are uploaded <input type="checkbox"/> Auto Play and Mute Audio on Auto play settings verified
Countdown Timer	Webcast Abstract
<input type="checkbox"/> "Display Title" is <b>disabled</b>	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct
Webcast Speakers	Webcast Handouts
<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct
Lobby Attachments	Chatroom
<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> Attachments are uploaded and contain the correct content <input type="checkbox"/> Company Website is enabled and that the description is correct (if applicable) <input type="checkbox"/> Company Website URL is correct (if applicable)	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> "Pre-Lobby Chat" has been selected

<b>Survey</b>	<b>Carbon Savings</b>
<input type="checkbox"/> “Display Title” is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> New survey has been created and selected <b>Note:</b> Although Post Modal Survey is an option, it should only be selected as the Modal Survey in the Post Lobby setup. <input type="checkbox"/> Survey Title is correct <input type="checkbox"/> Survey is activated <input type="checkbox"/> Survey questions and answers are correct <input type="checkbox"/> Response message and Allow resubmit settings are correct	<input type="checkbox"/> “Display Title” is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> City and State/Prov/Country are correct
	<b>Q&amp;A</b>
	<input type="checkbox"/> “Display Title” is <b>enabled</b> <input type="checkbox"/> Title is correct
<b>HTML Content</b>	<b>iFrame</b>
<input type="checkbox"/> “Display Title” is <b>disabled</b> <input type="checkbox"/> Preview HTML Content	<input type="checkbox"/> “Display Title” is <b>enabled</b> (optional) <input type="checkbox"/> Title is correct (if applicable) <input type="checkbox"/> Frame URL is correct
<b>Twitter Timeline</b>	<b>Image</b>
<input type="checkbox"/> “Display Title” is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> Twitter Handle is correct <input type="checkbox"/> Theme setting is correct	<input type="checkbox"/> “Display Title” is <b>disabled</b> <input type="checkbox"/> Image is uploaded <input type="checkbox"/> Background Color is added (if applicable) <input type="checkbox"/> Link & Link Target are set (if applicable)
<b>Preview Pre Lobby Overview / Layout</b>	
<input type="checkbox"/> Header and Webcast Title are appearing correctly <input type="checkbox"/> All required widgets are activated and appearing properly within the layout	
<b>Preview Widgets (If applicable)</b>	
<input type="checkbox"/> Video visual and audio is working properly <input type="checkbox"/> Countdown Timer is working properly <input type="checkbox"/> Abstract content is correct <input type="checkbox"/> All required Speaker(s) display correctly <input type="checkbox"/> Webcast Handout(s) are uploaded and are opening the correct content <input type="checkbox"/> HTML content is appearing correctly & any links are directing the user to the correct location	<input type="checkbox"/> Lobby Attachment(s) are uploaded and correct <input type="checkbox"/> Twitter Timeline is setup to the correct Handle <input type="checkbox"/> Carbon Savings is displaying correctly <input type="checkbox"/> Image is clear and displaying properly <input type="checkbox"/> iFrame is displaying the correct content and appears properly (If not, adjust Frame Height settings) <input type="checkbox"/> Survey content is displaying correctly

## Post Lobby

Webcast Settings Tab	
<input type="checkbox"/> Exit Action is set to Post Lobby <input type="checkbox"/> Verify Target Window	<b>Important:</b> If a webcast anticipates 10,000 or more participants, the Post Lobby should not be set as the Exit action until the webcast is placed On Demand. In this case, at time of setup, select None or Web Page as the Exit Action.
Lobby Tab: Post Lobby	
<input type="checkbox"/> Header and Background Image are uploaded (if applicable) <input type="checkbox"/> "Post Lobby Modal Survey" is selected in Modal Survey (if applicable) <input type="checkbox"/> Modal Survey Title is correct and a Header Image is uploaded (if applicable) <input type="checkbox"/> Modal Survey is active, and questions and answers display the correct content <input type="checkbox"/> Modal Survey Response message and Allow resubmit settings verified (if applicable) <input type="checkbox"/> "Demo Mode" is not enabled	
Widgets (If applicable)	
<i>Best Practices for All Widgets:</i> <input type="checkbox"/> All required widgets are enabled "Active" <input type="checkbox"/> Advanced Option settings remain on default <input type="checkbox"/> All URLs are secure sites, starting with "https://"	
Webcast Title	Video
<input type="checkbox"/> "Display Title" is <b>disabled</b> <input type="checkbox"/> Title is set to "Autofill Webcast Title"	<input type="checkbox"/> "Display Title" is <b>disabled</b> <input type="checkbox"/> Video and Replay Image are uploaded and correct <input type="checkbox"/> Auto Play and Mute Audio on Auto Play are correct
Webcast List	Webcast Abstract
<input type="checkbox"/> Tab Title(s) and list of webcasts verified <input type="checkbox"/> Order of webcasts verified	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct
Webcast Speakers	Webcast Handouts
<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct
Lobby Attachments	Chatroom
<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct <input type="checkbox"/> Attachments are correct and enabled	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct
	Q&A
	<input type="checkbox"/> "Display Title" is <b>enabled</b> <input type="checkbox"/> Title is correct

<p><b>Survey</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>enabled</b></li> <li><input type="checkbox"/> Title is correct</li> <li><input type="checkbox"/> New survey has been created and selected</li> <li><input type="checkbox"/> Survey Title is correct (if applicable)</li> <li><input type="checkbox"/> Survey is activated, and questions and answers display the correct content</li> <li><input type="checkbox"/> Response message and Allow resubmit settings are correct</li> </ul> <p><i><b>Note:</b> If you have one post-event survey, we recommend activating the Post Modal Survey as a Modal Survey rather than as a survey widget.</i></p>	<p><b>Carbon Savings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>enabled</b></li> <li><input type="checkbox"/> Title is correct</li> <li><input type="checkbox"/> City and State/Prov/Country are correct</li> </ul> <p><b>iFrame</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>enabled</b> (optional)</li> <li><input type="checkbox"/> Title is correct (if applicable)</li> <li><input type="checkbox"/> Frame URL is correct</li> </ul> <p><b>HTML Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>disabled</b></li> <li><input type="checkbox"/> HTML Content is correct</li> </ul>
<p><b>Image</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>disabled</b></li> <li><input type="checkbox"/> Image is correct</li> <li><input type="checkbox"/> Background Color is added (if applicable)</li> <li><input type="checkbox"/> Link and Link Target are correct (if applicable)</li> </ul>	<p><b>Twitter Timeline</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Display Title” is <b>enabled</b></li> <li><input type="checkbox"/> Title is correct</li> <li><input type="checkbox"/> Twitter Handle and Theme are correct</li> </ul>
<p><b>Preview Post Lobby Overview / Layout</b></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Post Modal Survey displays properly</li> <li><input type="checkbox"/> Header and Webcast Title are appearing correctly</li> <li><input type="checkbox"/> All required widgets are activated and appearing properly within the layout</li> </ul>	
<p><b>Preview Widgets (If applicable)</b></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Webcast List is displaying properly and directs the user to the correct Studio webcast(s)</li> <li><input type="checkbox"/> Abstract is correct</li> <li><input type="checkbox"/> All required Speaker(s) display correctly</li> <li><input type="checkbox"/> Webcast Handout(s) are uploaded and are opening the correct content</li> <li><input type="checkbox"/> HTML content is appearing correctly, and any links are directing the user to the correct location</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lobby Attachment(s) are uploaded and are opening the correct content</li> <li><input type="checkbox"/> Twitter Timeline is set to the correct handle</li> <li><input type="checkbox"/> Survey content is accurate</li> <li><input type="checkbox"/> Carbon Savings is displaying correctly</li> <li><input type="checkbox"/> Image is displaying properly</li> <li><input type="checkbox"/> iFrame is displaying the correct content and appears properly (If not, adjust Frame Height settings)</li> </ul>