

TECHNICAL TESTING FOR DIGITAL EVENTS

Pre-Event Check List

Registration

- Check spelling and any dates/times present on the page
- If utilizing e-commerce, confirm payment process is collecting funds
- Check promotional or coupon codes to confirm the codes are processing
- Test the registration process, confirm that questions (both required and not) are collecting data behind each registrant
- Confirm confirmation email is received after successful registration
- Test and confirm the registration page is mobile responsive
- Test and confirm the registration page is formatted the same on all applicable browsers (IE, FF, Chrome, Safari)

Emails

- Check spelling and any dates/times present in the email
- Check formatting
- If an "Add to Calendar" is present in the email, ensure the invite is opening and saving to your calendar
- Click on any live links or images, ensure they're properly working
- Include relevant support information for attendees to test their device system
- Ensure contact information is included for the attendee to reference, should they need help or have a question
- Test SSO and API, if appropriate
- Test and confirm all emails are mobile responsive
- Test and confirm all emails are formatted the same on all applicable browsers (IE, FF, Chrome, Safari)

On-site Check List

Internet

- Confirm and test your dedicated internet line and ensure bandwidth is not being shared
- Run a speed test to confirm you have the proper amount of bandwidth
 - o <http://www.speedtest.net/>
- Run a port test and confirm all necessary firewall and ports are open
- Test and confirm latency. Latency can vary from an estimated 20-60 seconds, use your smart phone or another device to time the audio cue during the sound check against the live stream that is broadcasting through the streaming platform you're using

Audio

- Test the signal in each microphone and audio source being used. Ensure there isn't noise such as a hum or static
- Mute and unmute each microphone and audio source being used to ensure this feature is successfully operational
- Place microphone lavaliers on the presenter to ensure it's not rubbing against their clothing and causing audio interference



- Test the audio through the platform that you will be utilizing for live streaming. Ensure audio quality and level is at its best
 - Test on mobile
 - Test on all browsers (IE, FF, Chrome, Safari)

Video

- If using PiP, confirm each source is coming through
- Check and confirm the video source is full screen with the correct aspect ratio
- Check and confirm color accuracy
- Check and confirm no rolling lines (electrical interference)
- Check and confirm with the AV operators, placement of the cameras and desired shooting of the presenters for the remote audience
- Test the streaming video through the platform that you will be utilizing for live streaming. Ensure quality is at its best
 - Test on mobile
 - Test on all browsers (IE, FF, Chrome, Safari)

Lighting

- Test each light source—if too dark or too bright, adjust, walk around and in front of stage to make the borders of where the presenters can walk without falling out of the light source
- Test any special effects such as fog machines, strobe lights, mirror ball, etc.
- Test the lighting composition through the platform that you will be utilizing for live streaming. Ensure quality is at its best
 - Test on mobile
 - Test on all browsers (IE, FF, Chrome, Safari)

Staging

- Confirm proper placement of all staging elements
- Test the stage design through the platform that you will be utilizing for live streaming. Ensure quality is at its best
 - Test on mobile
 - Test on all browsers (IE, FF, Chrome, Safari)
- Watch for the Exit side within your shot
- If using on site hybrid moderator that will be engaging with presenters, check camera angle

Rehearsal

- Begin a cue by cue at the top of the show include testing all audio and visual elements
- Have presenters click through their slides and ensure any playback video or audio within the slides are working
- Test the rehearsal through the platform that you will be utilizing for live streaming. Ensure quality is at its best and all expected elements are coming through as should to the remote audience
 - Test on mobile
 - Test on all browsers (IE, FF, Chrome, Safari)