

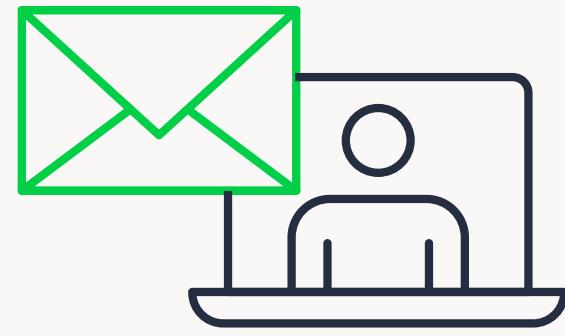
JUGO

Elevate Your Virtual Events with Jugo: The Best Practice Guide to Productive and Engaging Events.

Learn the best practices and tips for hosting successful virtual events, from testing your setup to following up with your attendees. Master virtual events like a pro with Jugo's powerful tools and features.



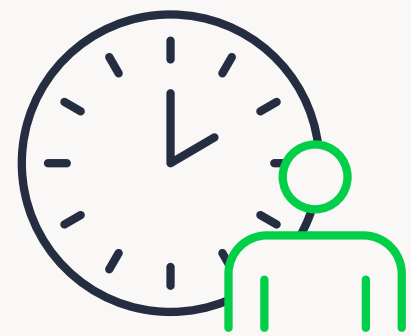
1.



Check Your Invite and Test Your Setup Before the Event

To ensure a smooth start to your event, check your invite for accuracy, including the Jugo link and instructions for joining and creating an account. It's also essential to test your setup, including your camera, microphone, and internet connection. Test your setup in the location where you'll be hosting the event and do a [tech test](#) to ensure everything is working correctly. Also, check the lighting and camera positioning, and make sure that your microphone, speakers, and camera are enabled.

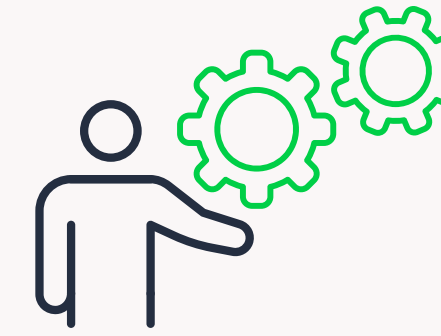
3.



Arrive Early and Advise Speakers to Join Early

To ensure everything is ready for your event, arrive at least five to ten minutes early. This will give you time to test your setup, troubleshoot any issues, and make any necessary adjustments. It's also essential to advise speakers and hosts to join 15 minutes early to do a pre-event chat and ensure everyone is joined and ready before you start.

2.



Perform Event Environment Checks

Test the connection from the locations of speakers and the host, where they will be on the day. This ensures that they have a stable internet connection and can participate seamlessly. Also, set a deadline for attendee pre-registration to know how many are planning to attend, and encourage them to create their Jugo account ahead of the meeting for speedy access. If you are working with your dedicated Customer Success Manager, send content to them and they will upload it to your event.

4.



Set Clear Objectives and Stick to Firm Timeframes

To avoid overloading participants, set clear objectives for the event and stick to firm timeframes. This ensures that you cover everything you need to within the allocated time and that participants have a clear understanding of what to expect.

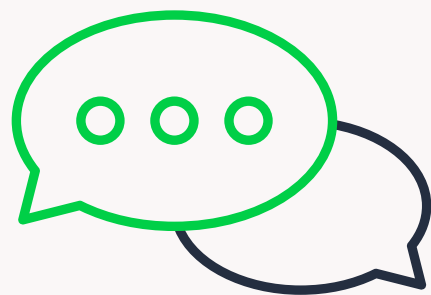
5.



Maintain Professionalism

Maintain professionalism by using a professional background, dressing appropriately, and eliminating background noise. Prepare your content in advance and use interactive tools such as polling to engage your audience. Provide multiple opportunities for engagement and questions to avoid a listen-only dynamic. Ensure presentations are compelling by having a clear goal, neat visual style, focusing on 3-5 key ideas, and being interactive.

7.



Encourage Engagement and Feedback

Encourage your audience to ask questions and provide feedback during the event. Provide multiple opportunities for engagement and questions to avoid a listen-only dynamic.

6.



Optimize Your Camera Setup

Ensure your camera setup is optimal by maintaining an arm's distance from the camera, raising your laptop to eye level, and taking a slight step back to reduce the angle between your eyes and the camera. This will give the appearance of better eye contact, helping you connect better. Turn off self-view or move your face to the corner of your screen to give yourself a break.

8.



Follow Up After the Event

Follow up with your audience after the event with a thank you email and any additional information or resources. Also, remind attendees that the event is being recorded for future reference.

Don't worry mistakes are going to happen. The internet might drop off, your microphone could stop working, and your slides might be out of order. Don't panic. If issues do arise, Jugo has you covered with its Chat feature and 24/5 technical team, so you can fix problems behind the scenes without causing a fuss.

We hope this guide helps you host successful virtual events on Jugo!

To learn more about Jugo, visit our [Help Center](#).

When people feel purposeful and connected, anything is possible.

Jugo builds spaces for digital experiences that reimagine how people and teams connect, collaborate and create, making every virtual connection feel more real than ever before.

Jugo. Bringing the power of real human interaction back into the digital world.



Contact Us

Customer Success Team:
customersuccess@jugo.io