MEETINGS OR EVENTS? A quick guide to organizing and running it

Can everyone speak or present?

Yes.

Then it's a **Meeting**.
Use **Teams**.

Special Features?

- External can only use Zoom

Use **Zoom.**

Go back to hybridmeetings.adb.org

No. Only designated speakers.

Then it's an **Event / Webinar**.

Event is straight forward and self-driven?

Use Zoom.
Need Zoom Webinar License/access? – contact Department Focal

Complex requirements?

Contact Hospitality Team.

Department/Staff Managed

For Planning is managed by organizers.
For Training - Learning Request Form (office.com)
For Zoom Meeting License – Contact your Department Focal

*Big or Complex Events Hospitality team

- *Has high **sensitivity** AND/OR involves VIPs, IFIs, Gov Delegates
- *Extensive **planning**, Rehearsing
- ***Customization** or audio-video mixing beyond out of shelf Teams/Zoom features
- *Involves 3rd party vendors for customization (to be paid for by business)
- ***Multiple** parallel sessions or weekly events or multiple rehearsals