

ETHERLIVE Event Technology Checklist

Customer confidential

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**** FREE assessment tool provided by www.etherlive.co.uk / 01666 800129 ****

1. Risk Areas			
		Yes	No
1.1	Is your event able to operate without Wi-Fi and internet?		
<i>Yes – Then the internet is unlikely to be a critical part of your event planning No – Then internet should be a priority focus when reviewing venues or planning budgets</i>			
1.2	Does your event rely on an application?		
<i>Yes – Then you may wish to consider a higher than 'normal' demand for the internet because they need to download the app, or use the app at the same time No – Your internet demand is likely to be consistent and around 'normal', perhaps used for email, social media etc</i>			
1.3	Is the internet connection critical to a demonstration?		
<i>Yes – Then expect internet access to be higher than 'normal' and also expect the event to be very focused on how well the internet works No – Then internet demand is likely to be consistent and around 'normal', perhaps used for email, social media etc</i>			
2. Network Services			
		Yes	No
2.1	Does your venue have dedicated internet access?		
<i>Yes – Dedicated internet ensures your event gets as much of the internet as is available, so this is positive No – You may wish to consider who else has access to the internet supply, it could be other events (which may be very busy) rooms, staff at the hotel. All of whom you will have limited control over and may therefore impact your event</i>			
2.2	Will your venue have an onsite support engineer?		
<i>Yes – You may wish to validate how experienced the engineer is, can they help fix systems if they brake? No – You may wish to explore how you would get the internet fixed if it stopped working, do you need to phone a help line? (are you going to want to do that during the event?)</i>			
2.3	Do you have access (remotely) to someone who can help in the event of a technology equipment or systems failure		
<i>Yes – It is useful to have an expert on the phone if you need them, they can help explain what's happening on site No – You may wish to discuss how you might escalate an issue if the onsite engineer can't fix the issue</i>			
2.4	Has the venue been visited to confirm Wi-Fi coverage and speeds?		
<i>Yes – Assuming the internet is dedicated just to your event space a pre-survey can give you an estimate into expected speeds. You should also consider the types of devices others will be using to access the internet No – You may wish to consider visiting site to asses the internet speeds and network setup</i>			

3. Internet Uplink			
		Yes	No
3.1	Does the venue have a backup internet connection?		
<p><i>Yes – If you needed to use the backup internet access how would that be done? Is the backup internet access at the same speed as the internet link it replaces?</i></p> <p><i>No – You may wish to consider discussing with the venue or supplier what would happen if the internet did fail?</i></p>			
4. Apps			
		Yes	No
4.1	Will the majority of users have downloaded the application prior to the event		
<p><i>Yes – Consider a communication strategy to get as many users as possible to download the app prior to the event as this will mean lower internet usage on site</i></p> <p><i>No – You may wish to consider your on site internet access speeds, if multiple people download the application at once what may happen?</i></p>			
4.2	Does the app use video?		
<p><i>Yes – This may mean that you require more internet access to be available</i></p> <p><i>No – Then the demand on the internet should be around 'normal'</i></p>			
4.3	Will you have spare devices on site should users not have comparable software?		
<p><i>Yes – You may wish to consider how these will be booked out to users</i></p> <p><i>No – If users are using their own devices for the app or internet requirements its possible they will be out of battery, on the wrong operating system software. If using the app or activity is critical to the event it may be prudent to have spare devices on site.</i></p>			
5. Users			
		Yes	No
5.1	Do users know what the wireless network will be called and its password so they can prepare prior to attending?		
<p><i>Yes – Having the information for the wireless network published ahead of the event will reduce frustration at the event by those joining the wireless network</i></p> <p><i>No – You may wish to consider publishing the information early</i></p>			