

Please also see our [technical rehearsal guide](#)

## Webinar details:

**Webinar title:**

**Webinar date:**

**Webinar time:**

**Tech rehearsal date:**

**Tech rehearsal time:**

**Region/chapter:**

**Webinar platform:** Zoom      GoToWebinar      Webex      Other:

**Event leader:**

**Tech support leader:**

**Other necessary team members:**

**Speaker(s):**

## Technical details:

**Who will run the slides?**

**Will there be poll questions?**

Yes      No      If yes, are they pre-loaded to the platform?

*Polling notes:*

**Will there be handouts?**

Yes      No      If yes, will they be pre-loaded/added via the chat feature?

*Handout notes:*

**Will there be breakout sessions?**

Yes      No

*Breakout notes:*

**Webinar flow:**

**Other technical details/notes:**