

## **Best Practices**

### **TC Events**

#### **Logistics**

- Use the new planning template - very important to ensure appropriate communication with ESUG members!
- Establish host and identify individuals to support the host
- Identify the date and notify ESUG members
- Agree on topic for the TC
- Agree on the approach to be followed for registration
- Determine the approach that will be taken for WebEx and conferencing (operator managed or not) - set-up this up as soon as possible.
- Ensure speaker(s) know to dial in 15 mins before the start of the TC
- Determine how the Q&A session will be managed

#### **Content**

- Plan a meeting with the speaker(s) (as early as possible once the speakers are known) to talk about the content to be included in the TC
- Agree on the abstract to be included in the communication to ESUG members
- Agree on the length for the presentation - ensure there is sufficient time for Q&A session
- Identify other content experts that might help with the Q&A session
- Set-up follow up meeting(s) with speaker(s) to review material and to talk about logistics
- Review all presentations again to ensure all of the criteria are met
- Remember what the key messages are and ensure they get delivered and emphasised
- Agree on the material to be provided to attendees as reading material prior to the TC - we are not required to provide the actual slides but some background information is helpful for the attendees