Your event is just five days away! Here's a quick checklist to make sure your event is ready to go before the big day kicks off.

If you need any last-minute assistance with setup, speaker training or dedicated support, contact us about our services.

**REVIEW YOUR SETTINGS**

- **Event Privacy:** Who can view, login and access your event? Understand your options.
- **Timezone:** The timezone you select will be the timezone your attendees see your event in and all emails will be sent in this timezone. Learn more about timezone settings.
- **Video Privacy:** Make sure you know when, who and how attendees can view video streams to prevent attendee confusion during the event.

**PREVENT COMPLICATIONS**

- **Conflicts:** Speaker and venue conflicts are detected. Find out how to review and resolve these.
- **Video URLs:** Have you included a link in the Video Stream field for every session? Quickly check by exporting your schedule spreadsheet.
- **Duplicate Profiles:** If there are any profiles flagged with "Possible Dupe," learn how to merge them.
- **Feedback:** Review our step-by-step guide to ensure you’re collecting valuable insights from your attendees.

**PARTICIPANTS & STAKEHOLDERS**

- **Admins:** If you need extra support on your event days, you can add as many admins as you’d like.
- **Messages:** Make sure attendees know how to access the event. Share this short video walkthrough with them.
- **Speakers:** Don’t spread yourself thin. Delegate and empower your speakers using Speaker Tools.

Need Help? Contact us. We can help you test your settings and answer any questions.