

Hybrid Webcast Control Room Checklist

Zlicc planning checklist

- Map physical room, remote speakers, online audience and access rules.
- Test stream, audio, slides, captions, remote speaker backup and cueing.
- Plan live Q&A, moderation, audience support and escalation roles.
- Confirm recording, archive access and content chaptering.
- Report viewership, engagement, questions and content performance.

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