Virtual Platform Provider Checklist		
System	User interface and ''look and feel''	3D feeling design
		more pictures than words
		easy navigation
		easy reading
		facilities: entrance, lobby, session halls, lounge, networking area, exhibition hall
		information centre
		list of delegates
		faculty page
		online programme
	availability of back-up and contingency plans	(internet, electricity, 'lock down'' - technicians of platform provider need to work from home during the congress days)
	cyber insurance	
	support multi-device	
Registration	registration pages connected with association's CRM	
	different registration types	
	payment collection	
	VAT support	
	statistical analysis	
Content capturing	coordinating with speakers and recording	pre-recorded
		live
	editing	
	subtitles	
	content hosting after the congress	
Speaker management/support	pre-recording	
	collection of presentations	
	during live event	
	rehearsals	
Audience engagement tools	live Q&A	
	voting	
	polls	
	gamification	
	event evaluation	
Networking opportunities (speakers, delegates, companies)	Personal profile of attendees with precise search options	
	Ability of audience to initiate live video discussions or group chats	
	scheduling online meetings	
	social media integration	
E-posters	upload by presenters	
	zoom in/out	
	video/voice recording	
	ability to interact with presenters one on one or with a live poster session	
Features	CME points tracking	
	certificates (attendance, presentation, CME)	
Industry	advertising space in lobby	
	push messages	
	list of companies by fields	
	acknowledgement page	
	link to social media channels	
	statistics of who and when visited the booth	
	transcript of Q&A from industry sessions	
	different session types: workshops, product presentations, virtual sessions	
	option to enable session organising companies to give access to their sessions only	
	option to upload companies profiles, logos, videos and promotional material	
	one on one and group chats	