

Microsoft Cloud Workshop



Logistics Checklist

The following logistics checklist will help you get organized for your upcoming MCW event.

Planning for the workshop

Choose your agenda

- Select the agenda according to the time available for your event

Secure your venue

- Internet Access: Wi-Fi Internet Access (consider hardwired LAN option for events with 50+ attendees)
- Seating: Attendees should be arranged to sit in round tables (preferred), seating 6-8 attendees per table
- Power: Ensure each table has a power strip so attendees can plug in their laptops
- Flip charts or Whiteboards: Each table will need a place to draw their workshop solution, provide either a flip chart (and pens!) or a whiteboard (and pens/erasers)
- Projector/TV: When introducing and concluding the whiteboard design sessions you will need a way to project the case study deck.
- Appropriate A/V equipment for venue size

Invite attendees

- Use the template provide in the Getting Started materials
- Complete the email template with your event specifics
- Send the email to your target audience

Delivering the workshop

Check-in

- When people arrive, they will need to check in (typically, an Excel spreadsheet is used)
- Request attendee names/emails for a follow-up thank-you and survey, if you have one

Conduct the workshop

- Introduce yourself/facilitator
- Have attendees introduce themselves and share specific learning objective/goal for the workshop and take note of them (on flipchart, electronic note, etc.)
- Check engagement and energy levels at certain points, particularly during transitions
- Keep watch of time
- Have attendees introduce themselves and share specific learning objective/goal for the workshop and take note of them
- Check if attendees have questions at certain points

Close the workshop

- Ask if attendees have questions
- Summarize key learning
- Thank attendees, facilitators, etc.
- Define next steps

After the workshop

Follow-up with attendees

- Use the check-in spreadsheet and provided template to send a follow-up thank-you and survey email
- Complete the Post-Event Summary Report