

A COMPLETE CHECKLIST FOR

Conducting Technical Runs in Test Mode

- I have set up my event in the Dashboard
- I have switched on **Test Mode**

BASIC EQUIPMENT

My event uses Pigeonhole Live for...

Both Q&A and Poll

I have:

- 1 × Laptop - Dashboard
- 1 × Laptop - Projector Panel
- 1 × Tablet - Admin Panel
- 1 × Tablet - Moderator Panel
- Dedicated Internet connection

Q&A only

I have:

- 1 × Laptop - Dashboard
- 1 × Laptop - Projector Panel
- 1 × Tablet - Admin Panel
- 1 × Tablet - Moderator Panel
- Dedicated Internet connection

Poll only

I have:

- 1 × Laptop - Dashboard
- 1 × Laptop - Projector Panel
- Dedicated Internet connection

You can use the same laptop for both Admin Panel and Dashboard if its managed by the same person.

The equipment used during your technical runs should ideally be the same set of equipment that you will use on the actual event day. This is to ensure that you are able to accurately configure the settings and resolve any technical errors.

INTERNET CONNECTION

- I have dedicated 5 Mbps of Internet connection for each of my devices. It can be Wi-Fi or cellular data connection (3G/4G/LTE).

For best performance throughout the event, the devices used for Pigeonhole should not be sharing a public Wi-Fi connection.

This is because if the Wi-Fi becomes congested, it will affect the smooth operation of the Pigeonhole Live interfaces, especially the Projector Panel and the Moderator Panel which will be in use on stage. The stability and consistency of the Internet is more important than the speed as Pigeonhole Live does not consume much bandwidth or data.

RESOURCES

As part of your Pigeonhole setup, we customised some useful resources for you. Download these resources through your Dashboard by navigating to your Pigeonhole and select the Run page.

- I have finalised the **Emcee Script** with instructions for the audience on how to log in to Pigeonhole Live
- I have inserted the **Pigeonhole Live Introduction Slide** into my master slides
- I have read through and printed a copy of the **Guide to On-site Setup**
- I have printed copies of the **A5 Flyer Template** (Optional)

KEY COMMUNICATION

- I am, or I have appointed a **Pigeonhole Live I/C** who will be the go-to person should there be any questions.
- I have briefed the **Emcee** on when and how to introduce Pigeonhole Live to the audience during the event.
- I have briefed the **Moderator(s)** on how to use the Moderator Panel. The Moderator should also be briefed to encourage the audience to use Pigeonhole Live for Q&A and Polls during the event.
- I have checked with the **Speaker(s)** on when he or she would like to display the Poll results.
- I have informed the **AV Crew** about the specific times when the Pigeonhole Live Projector Panel should be shown on the big screen. The **AV Crew** should know which Q&A or Poll to show, as communicated by the **Moderator(s)** and the **Speaker(s)**.

ROLE PLAY

Try out all functions available on the Audience Web App, Admin Panel, Moderator Panel, Projector Panel and Kiosk.

Before starting the role play, ensure that you have launched all the interfaces: **Audience Web App, Admin Panel, Moderator Panel, Projector Panel** and **Kiosk**. The detailed step-by-step instructions are available in the **Guide to On-site Setup**, which is part of the Resources on the Run page in your Dashboard.

To get familiar with how each of the interfaces on Pigeonhole Live works, please go through the following recommended steps on each interface:

| | Q&A | Poll | Survey |
|-------------------------|--|---|--|
| Audience Web App | <ul style="list-style-type: none"> <input type="checkbox"/> Submit a question via Pigeonhole Live <input type="checkbox"/> Vote on any question | <ul style="list-style-type: none"> <input type="checkbox"/> Cast your vote | <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Survey |
| Admin Panel | <ul style="list-style-type: none"> <input type="checkbox"/> Allow, Edit, Block and Unblock questions submitted by audience (with question filtering enabled). <input type="checkbox"/> Send a message to the Moderator Panel <input type="checkbox"/> Toggle filtering on-the-fly from the Settings menu | Not available on the Admin Panel | Not available on the Admin Panel |
| Moderator Panel | <ul style="list-style-type: none"> <input type="checkbox"/> Tap on any question to select it <input type="checkbox"/> Press "Active" to bring up question onto Projector Panel <input type="checkbox"/> Press "Answered" to remove question from Moderator and Projector Panels <input type="checkbox"/> Dismiss message received from Admin Panel <input type="checkbox"/> Switch to another Q&A session | Not available on the Moderator Panel | Not available on the Admin Panel |

| | Q&A | Poll | Survey |
|------------------------|---|--|---|
| Projector Panel | <input type="checkbox"/> Observe how Projector Panel works when: <ul style="list-style-type: none"> <input type="checkbox"/> A new (allowed) question is submitted <input type="checkbox"/> A user votes on a question on Audience Web App <input type="checkbox"/> The moderator marks a question as "Active" on Moderator Panel <input type="checkbox"/> The moderator marks a question as "Answered" on Moderator Panel <input type="checkbox"/> Try out all the keyboard shortcuts on Projector Panel <input type="checkbox"/> [Advanced] Do a quick tab switch between Q&A and/or Poll results | <input type="checkbox"/> Observe how Projector Panel works when a user votes on an answer option <input type="checkbox"/> Test and decide on the best chart type to represent the Poll results <input type="checkbox"/> Try out all the keyboard shortcuts on Projector Panel <input type="checkbox"/> [Advanced] Do a quick tab switch between Poll results | Not available on the Projector Panel |
| Kiosk | Not available on Kiosk | <input type="checkbox"/> Cast your vote <input type="checkbox"/> Reset and cast another vote <input type="checkbox"/> Switch to another Poll or Survey session | <input type="checkbox"/> Complete the Survey <input type="checkbox"/> Reset and complete the Survey again <input type="checkbox"/> Switch to another Poll or Survey session |

After you have completed your technical run, as per our recommendation, you may proceed to turn off Test Mode. This will remove all the test data and your Pigeonhole will become ready for the actual event.