

# Hybrid+ Internet Connectivity Checklist

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# Hybrid Event Internet Checklist



As you navigate the transition to hybrid events, a key question is circulating among event planners—how can I feel confident my venue will be prepared to support my hybrid meeting goals?

The venue internet environment is a key area not to overlook when preparing to host a hybrid meeting. **Event remote audiences will expand in the near term and their experience is just as important as those participating onsite.**

The following checklist will help you determine how prepared your venue is to support hybrid events. Understanding venue internet capability is critical to avoid challenges from the sometimes complex event designs associated with the hybrid format.

## Venue Assessment Questionnaire:

### Infrastructure

Has your chosen venue upgraded its meeting space network in the past 3 years (wireless, wired, and core)?

Is the property capable of making industry-standard customizations for virtual and hybrid events (e.g. Public IPs, port bypass, encryption)?

### Bandwidth

In the past 5 years, has the venue's existing bandwidth been able to support your event needs?

Is there a redundant circuit available for the event space?

### Support

Is there an IT presence dedicated to onsite and remote event support?

Does the venue network service provider support live-event network monitoring and bandwidth reporting?

## Network Best Practices

**What else should I be considering regarding my network needs?**

Regardless of venue choice or hybrid/virtual event planning complexity, there are unique considerations for bandwidth delivery and overall network capability.

### Bandwidth

Is bandwidth dedicated to the space and live stream up-link being used?

Do you have back-up/fail-over connection to support the stream?

Can the venue monitor, report, and adjust bandwidth as needed for the event?

### Network Capabilities

Is the network infrastructure running off 1 gigabit capable connection?

Is a Cat6 or fiber wiring used for the up-link connection?

Does the wi-fi access point density account for a maximum of 75 connections per access point?

If you are unsure of your venue's ability to support hybrid events or for more information on back-up bandwidth solutions and other network support options provided by Encore, please contact us at [internet@encoreglobal.com](mailto:internet@encoreglobal.com) to learn more.