

Tech Setup and Platform Considerations

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Read the article: Virtual event platform options before continuing located in Virtual Planning Tools.

Hybrid events require clear, advance planning around tech tools and access.

Zoom Access (Preferred):

- Use your **regional HBA Zoom account** if no company platform is available.
- Ensure someone is available to **log in, host, and manage the Zoom room.**

Company Platform (If Applicable):

- Confirm **in advance**:
 - Platform name (Webex, Teams, ON24, etc.)
- Can you obtain a **recording** afterward?
 - Who will provide you access?
- Will the virtual audience have access to **chat, Q&A, or engagement tools**?

Recording Considerations:

- If your **event page says “this will be recorded,”** then you must:
 - Ensure the platform allows recording
 - Know **how to retrieve** the recording afterward
 - Be able to **upload it to a personal shareable drive** if it’s hosted outside of HBA Zoom or Teams
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