

PARTICIPATION CHECKLIST



Before Event

- Download the **Digital Health Week video** to show during your event.
- Download the **Digital Health Week Assets Package** to use the official Digital Health Week logos, Zoom backgrounds and social media headers.
- Download the **Event + Commitment Posters** to promote your event.
- Download the **Social Media Toolkit** to share key messages during Digital Health Week!
- Find out about the information you need to submit in the **Post Event Report**.
- Identify one key speaker/moderator to send us a **self-recorded video interview** about the event and the issue. This will allow us to promote the takeaways from your event to the wider DHW audience. Send them **this Google Drive folder**, which contains instructions and a space to submit the video.

During Event

- Play the DHW Video** before the start of the event.
- Live-tweet the event** using #DigitalHealthWeek and @Trans4m_Health.
- Collect key information** requested in the Post-Event Report: quotes by speakers, key insights, photos from event, and number/reach of audience.

After Event

- Fill the Post-Event Report** within 24h of your event's completion.
- Encourage the video speaker to **submit their video within 24h** to this folder.
- In the lead up to UHC Day (12 Dec)**, use key messages from the social media toolkit to promote digital for UHC.

