

Guidelines for hosting a successful watch party

Congrats! You now have the ability to host a Matchbox watch party.

We would like to share **some of our secrets for hosting the perfect watch party**, so you can reap the maximum benefits from taking part in thought-provoking conversations! The following steps will ensure a truly valuable and interactive experience:

01

A quick reminder - the event consists of **pre-recorded video sessions and a live chat buzzing with insights from speakers and attendees alike**. To set up the room effectively:

- a. Ensure you have a **big enough space** and **big enough screen** for all attendees to sit and watch comfortably.
- b. Ideally, the seating has **participants facing each other**, allowing for ease of conversation and the ability to share reactions.
- c. Once the event begins, all attendees should log in from their own laptops with their suitable usernames. **This will promote individual contribution in the chat** and allow individuals to gain insight from the full audience.
- d. Apart from the one connected to the giant screen, **all attendees are asked to mute the video on their devices** to ensure no audio feedback, which can cause a disturbance in the room.

02

As the watch party conversation comes to life, great questions or ideas are shared aloud between participants. To take advantage of the full audience, we recommend you **encourage people to share their comments in the chat** as well!

03

Use **break times** to your advantage! It will give you the chance to discuss relevant ideas and insights for your organization.

04

Demonstrate a beautifully executed watch party by sharing a picture with your social network. Be sure to tag us **@MatchboxVirtual** and we will spread the love.

