

Preparation Checklist

A lot of things can go wrong before your meeting or presentation even begins. Follow this checklist to help mediate the majority of issues.

- Test your audio and video before the meeting
- Ask your participants to test their audio and video
- Ensure everyone starts with their audio on mute and their video turned on
- Create a poll/quiz/playlist (see our other resource for ideas!)
- Connect to the internet with an Ethernet cable instead of wifi (if possible)
- Familiarize yourself with the platform you're using. Know how to:
- Record the meeting
- Share your screen
- Create a poll or quiz
- Set a virtual background (if available)
- Message everyone or just an individual
- Change views from speaker to gallery

Problems and Solutions

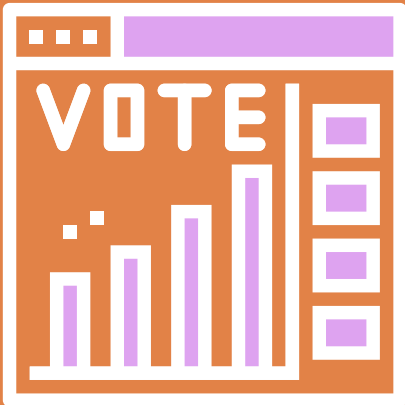
"I have trouble memorizing my talking points."

Add sticky notes around the computer monitor so you can read the talking point without looking away from the screen.



"I do not have enough time to cover every topic."

Leave time at the end for 'flexible topics'. Create a poll and ask your audience to vote on the topic they would prefer to learn about.



"I have a lot of participants and want to ensure they are paying attention."

Use 'threading' where you call on people to give their opinion. Say their name, repeat the topic, and restate what you want them to talk about.

