

# Speaker Checklist

- Prepare your space; arrange seating to work with videoconference equipment (i.e. webcam, mic, laptop, etc.)
- Log into Zoom meeting early
- Test your audio equipment to make sure it works
- Have a backup plan for audio (move communications to a phone if needed)
- Make sure to speak up and share any visual information
- The tech/moderator will confirm that attendees can hear you and view your presentation
- Encourage attendees to participate and use the built in chat/Q&A feature
- The tech/moderator will conduct and monitor any questions that participants may have

## As a reminder:

- Close any doors to avoid outside noise
- When you are not speaking, please mute yourself
- Lighting is key, please make sure you are in a well-lit area