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