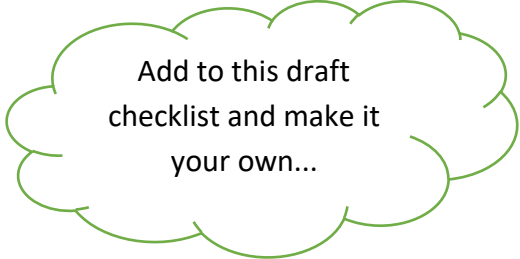


Facilitating Online - “On the day” Checklist:

- ☐ Zoom link (and passcode)
- ☐ Your plan / “run sheet” with timings and notes
- ☐ “Copy and Paste” page open - with any links, prompts for participants to paste into the “chat”
- ☐ Have your slides open (“Magic” Frame size adjusted) - ready to share
- ☐ Have any “tabs” ready to share e.g. menti-meter word cloud results
- ☐ Can you be seen? Is the lighting appropriate? No distractions in the background.
- ☐ Can you be heard? Check your sound (not too soft / loud)
- ☐ Rename yourself (if necessary) (Add icon to denote your role)
- ☐ Reminder to “Save the chat” in your notes
- ☐ Extra device charged and ready
- ☐ Disable notifications / alerts (e.g. so that there are no emails popping up onto your screen or annoying sounds)
- ☐ Card with “please unmute” 😊
- ☐ What else?



Add to this draft
checklist and make it
your own...

