



ZOOM CHECK LIST

- ✓ Determine who will be serving as host and if this program will also need a co-host.
- ✓ If this is being presented as a webinar, who will need video access? Anyone who will be speaking and/or presenting needs to be added as a panelist in order to have video access.
- ✓ Be sure to schedule “practice” time such as 20-30 minutes prior to the presentation. This will give everyone involved time to discuss the flow of the program, i.e., who will be coordinating the Q&A (if needed), time to practice screen sharing. It is important to remember that the “practice session” will only be for the panelists. You will see a “start meeting” tab at the top of the screen that allows you to start the meeting. Until you click on this, no one who has registered for the meeting can join the presentation. Once you hit “start,” don’t forget to also hit “Record to the Cloud.” It’s far better to store recordings on the Cloud vs. storing them to someone’s computer.
- ✓ If you wish to have created a waiting room, assign someone to monitor who has joined the waiting room and can give them access to the event.
- ✓ Will the recital be presented through YouTube or Facebook Live? If so, a link will need to imbedded into the presentation or added in the Chat Box.
- ✓ Note for the hosts:
 - Ask participants to use the **Q&A box** to submit questions, *not* the Chat box. A report of Q&A can be accessed from Zoom after the recording and if there was not enough time to address all questions during the webinar, a document can be created to address these and can be uploaded along with the link to the recording on the AGO website.
 - Those serving as panelists should be prepared to ask relevant questions, in the event that participants are not posting any.
- ✓ Notes for presenters:
 - Make sure that your camera is at eye level so that you are not looking down at your computer.
 - When presenting sound and video, be sure to click on “share sound” and “optimize video.”
 - During the rehearsal time that has been factored in before the webinar goes live, please screen share everything that you have planned within your presentation, i.e., PPTs, webpages, documents, etc., so that we can cross-check to make sure that is screen share is clearly visible.
 - Check to make sure that there is sufficient lighting.
 - Remove ambient noise. There is a setting on Zoom to minimize noise.
 - If at all possible, avoid using WiFi, as the connection will not be as strong as if you are hard wired.
 - Make sure you close out all other applications on your computer to enable a stronger Zoom connection.

- Download the Zoom app to your device. Using the Zoom link to attend an event without having the app, weakens the connection.
- Extremely important: Zoom picks up any noise so make sure that all presenters are muted and without video until they need to speak. You will have to assign someone to “mute” and “unmute” and “block” and “unblock” panelists videos throughout the presentation, unless you wish all to be able to speak and comment live.