Day of Checklist

Virtual Meeting/Finalist

☐ Join 30 minutes before the call to prepare the technology.

☐ Ask other presenters to join 15 minutes prior to the call to test technology.

☐ Ensure your IM, Skype or Teams is on do not disturb so you do not get distracted by pop ups.

☐ Use group text to communicate with other facilitators—test group text

☐ Conduct all steps in Dry Run Checklist.

☐ Include a welcome message in the chat:
  – Welcome to our finalist meeting. You can send a question through chat at any time and we will address it. Regards,

☐ Confirm with speakers and presenters:
  – Audio quality is good.
  – Who will be managing chats?
  – Does everyone know who they are handing off to?
  – Confirm the signal to advance slides “next slide please”
  – Confirm start time 2 minutes past, etc.
  – Remind presenters to stay on mute until they are speaking.

☐ Know how to mute a line if someone dials in with background noise.

☐ If your technology beeps when participants enter, be prepared to turn off the beeps once everyone is on the call.

☐ If you are recording the meeting, use this script as a disclaimer, Before we get started with the meeting, I would like to obtain your permission to record this call for quality and training purposes. Does anyone object to the call being recorded?

☐ Close the call.

☐ Copy and paste any chat questions for future reference.

☐ If you want to have a debrief after the call with the internal team, set up a separate call.