

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.