Your presentation should include an opening slide as a placeholder to welcome the audience.

Join 10 minutes before the call to prepare the technology.

Load your presentation in advance.

Ask everyone to turn on webcam.

If using interactivity technology options TEST.

Check All Audio – may want to purchase a professional headset in advance of the call.

Designate someone to manage the chat and demonstrate how the chat works.

Create planted questions.

Design a script of speaker order and how the hand offs will work, just like in an in-person meeting.

Determine who will control the slides and if you want to say “next slide” to move forward.

Run through the presentation as a dress rehearsal and determine questions to ask and when to pause.

Discuss if you will be recording the session and how you want to disclose this to the participants.

Possible Script “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?”