

Virtual Meeting/Finalist

- 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?”