



Prep Your Tech

Preparing + Delivering Your Remote Meeting

This checklist will help you take the first steps to ensure an impactful and engaging experience for both participants and facilitators of remote meetings.



CHECKLIST + BEST PRACTICES





Full Technology Checklist

AUDIENCE: FACILITATOR + PARTICIPANT

Assign a dedicated person to troubleshoot and monitor

Share this person's phone and email to help with meeting snafus

Assign a remote participant-focused facilitator. This person will focus on integrating remote participants into the conversation via tools (e.g., Zoom, GoTo, Webex, etc.) and available features (e.g., raise hand, chat)

Test mics and features

Turn off all non-meeting windows/ screens and distractions (e.g., anything you don't want other people seeing)

Facilitator and other presenters who may be sharing or asked to share their screen (if more than one).

Use apps and other supporting technology if it makes sense for the conversation:

Polling tools (like PollEverywhere) are fun, generate engagement, and get information quickly

Mural is a virtual whiteboard and great for collaborating remotely



Video Checklist

AUDIENCE: FACILITATOR + PARTICIPANT

Choose a background that is not distracting to others (e.g., erase whiteboard behind you, remove sensitive information)

If working from home, minimize distractions as much as possible

Share your video feed and audio

Test the technology in advance of the meeting to assure it is working appropriately

Test video conference sound quality

Use video features:

Raise hand

Chat box

Mute all

Capture notes live in video so people can see and confirm key points/decisions

Provide backup dial-in number in the meeting invite or prior to meeting so participants have it on hand in case of any computer issues



Audio Checklist

AUDIENCE: FACILITATOR + PARTICIPANT

Access and use the best mic/ headset

Invite participants to text questions or comments to a dedicated person if they can't get their voice in

Create a buffer period at meeting start to check phones and connections

