

ZOOM SPEAKER CHECKLIST v3

1. As a zoom speaker/presenter/panelist, you should be able to do the following:
 - a. Turn off and on your video.
 - b. Mute and unmute your audio.
 - c. Know how to use the chat function, both privately and to everyone.
 - d. Know how to share your screen (if you are planning to share something on your screen).
 - e. Keep track of the amount of time that you have for your part in the event.
Please finish within your allotted time.
2. If you have any links, contact info, or other information that you wish to be communicated to the audience via the youtube (or zoom) chat, please provide this to us before the day of the event, preferably 2 days before the event. The tech team's youtube chat moderator will be looking after moderating the youtube chat.
3. Ensure that your name displayed in your zoom window contains your first and last name. You need to do this before you join the live zoom session.
4. Ensure that you have a light source that faces you so that your face is well lit. Do not have windows or light sources behind you.
5. When you join the zoom session, you will be placed in a waiting room. The waiting room attendant or wrangler, as we call it, will communicate with you at this point. The wrangler will look after moving you from the waiting room into the live zoom session.

Updated by: Ray Nakano

Updated on: October 10, 2020