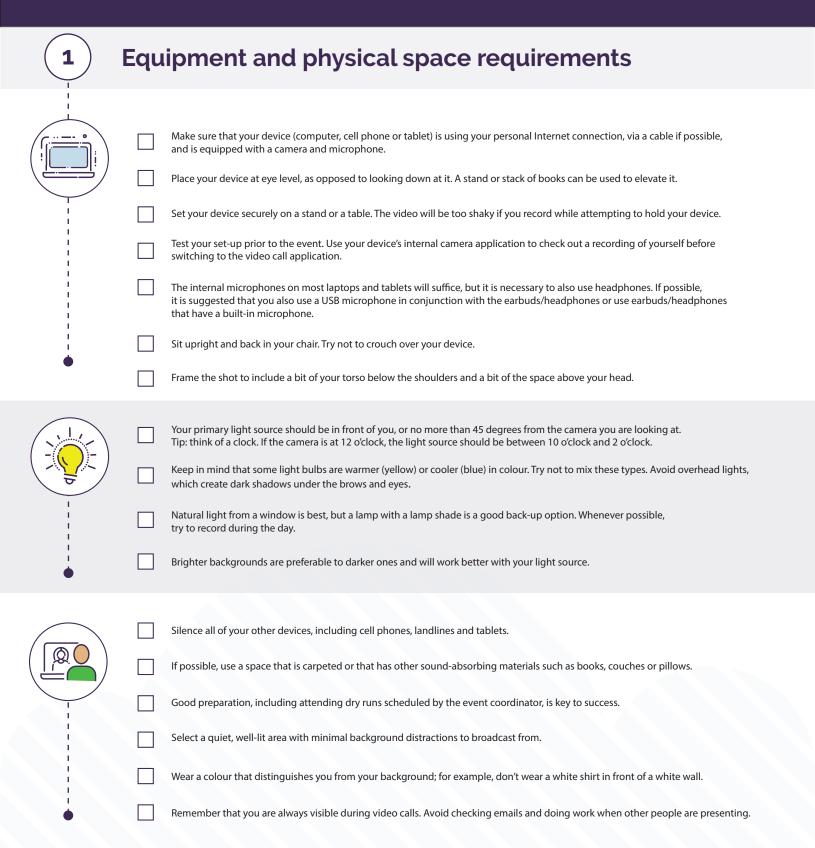
VIRTUAL EVENTS CHECKLIST FOR SPEAKERS AND PANELISTS





Thank you for your participation in this learning event!



VIRTUAL EVENTS CHECKLIST FOR SPEAKERS AND PANELISTS



2	Procedure
	Reboot your computer 30 minutes prior to the event. If possible, disconnect from the Virtual Private Network (VPN). Close any unnecessary programs on the computer or device you are using. It is a good practice to have a second device handy should the device you are using stop working.
	Try to look directly into the camera when speaking. Mute yourself when you are not speaking. When it's your turn to speak, don't forget to unmute yourself. Enable your camera when you join the meeting, and keep it on so that you can be seen for the duration of the event. If you are sharing a document or presentation during the event, be sure to click on it after selecting "share your screen." Use a second screen for your notes, and have a hard copy available in case you experience any technical issues.
	The invitation you received, or will receive, includes a link to join the meeting. Do not share this link with participants; a separate webcast link will be sent to them. You will typically be asked to join the meeting about a half hour prior to start time to ensure that everything is working properly. A moderator will be present to coordinate the start of the virtual presentation with the webcast. Wait for their cue. Be aware of filler words or phrases you tend to repeat (like, right, um, so, you know what I mean, okay). Frequently touching your face can be distracting to the audience. Avoid this by pretending you are always on the screen. Use plain language and avoid jargon, acronyms and assumed knowledge. When the event is over, please wait for the cue before disconnecting.

Thank you for your participation in this learning event!

