

ZOOM MEETING CHECKLIST

PRE-MEETING CHECKLIST

- Optimize your internet connections & turn off VPN
- Prepare needed materials before the call (slides, videos, music, agenda)
- Tidy up your personal presentation - dress for success
- Add a virtual background OR check your physical background and nullify any potential distractions
- Check and optimize your lighting
- Control and optimize your camera angle
- Check your microphone and speakers
- Use the right call mode (Meeting Vs Webinar)

DURING THE MEETING CHECKLIST

- Assign co-host roles to speakers
- Go Live on Facebook before starting the presentation
- Optimize for full screen video & computer audio before starting to share your screen
- Share desired window only instead of the entire screen
- Remove any window on top of the shared screen
- Look into the camera when presenting
- Mute yourself when others are speaking