

## Countdown to your Virtual Meeting

Get the maximum participation in your virtual meeting by insuring the resources are in place to support the in-person *and* virtual participants at every meeting. Use this Last Minute Checklist for success!

<input checked="" type="checkbox"/>	30 Minutes Before	
	1.	Connect to Web meeting
	2.	Upload presentations to Web meeting
	3.	Practice Web meeting presentation
	4.	Confirm that participants have correct login information for Web meeting
	5.	Conference call number – Is it activated? Have it been sent to virtual attendees?
	6.	PC display in room – Are the slides projecting?
	7.	Check sound in room / microphones
	8.	Check sound on phone / Polycom

<input checked="" type="checkbox"/>	15 Minutes Before	
	1.	Dial the room in to the conference call
	2.	Can virtual attendees see the presentation?
	3.	Can virtual attendees hear the speaker?
	4.	Turn off the announcement of each attendee name in phone conference
	5.	Distribute last minute handouts to virtual attendees
	6.	Distribute last minute handouts to in-person attendees

<input checked="" type="checkbox"/>	At Meeting Start	
	1.	If team building activities are planned that virtual participants <b>cannot join in</b> , let them know they have X# of minutes to get a fresh cup of coffee before the meeting begins
	2.	Let virtual participants know how to submit questions / comments to the discussion
	3.	Mute virtual participants during presentation

<input checked="" type="checkbox"/>	During Meeting	
	1.	Unmute virtual participants during Q&A
	2.	Address virtual questions / comments to the speaker
	3.	Monitor virtual attendees and provide call-in, and web meeting support as needed
	4.	Make sure presenters still to allotted times