

PRESENTING SUCCESSFULLY VIA VIDEOCONFERENCING (VC) FINAL CHECKLIST

BEFORE THE SESSION

- Support person booked for the session (technical & presentation)
- Test presentation of material

IMMEDIATELY PRIOR TO THE SESSION

Equipment

- VC equipment tested (closed loop call)
- Peripheral equipment connected and tested.
- Microphone tested and correctly placed.
- PIP set.
- Camera shots pre-set (written down for easy reference).
- Phone number for technical support.
- Phone number for the bridge (if appropriate).

Site Information

- Copy of bridge booking form (if applicable)
- Contact details (name and phone) for each site.
- Simple list of presenting sites and spokes person at each site.

Presentation

- Presentation notes (include ppt if applicable)
- Additional presentation material