

Master Checklist

A. Two to Four or more weeks in advance

1. Invite Speaker(s) and secure date a month in advance
2. Send out announcement weeks in advance
3. Provide Participants "Instructions for Google Meet" & post link online
4. Advise participants to be ready; offer offline help for participants with issues
5. Enlist a Tech Host or Co-Host prior to meeting
6. Arrange for interpreter(s), if requested

B. 3-5 Days Before Meeting - Send a reminder to participants for upcoming meeting

C. 30 Minutes Before Meeting

1. Host, Tech &/or Co-host to have cell phone ready to address participant issues
2. Have audio-video-CC check with presenter(s) and interpreter(s)
3. Check that presenter's slideshow works & decide how to handle Q&A

D. 15 Min Before Meeting

1. Admit & verbally welcome all & newcomers, remind them to turn on CC
2. Type in Chat the Welcome remarks and remind participants to enable CC
3. Open mic; if noisy suggest participant to mute themselves, one at a time rule

E. Meeting Time

1. Ask participants to mute themselves
2. Introduce yourself, Tech/Co Host & their roles, then presenter(s)
3. Announce meeting start time in 10 mins and go over logistics:
 - 3.1 Presentation, Q&A, left over time open mic, farewell
 - 3.2 Go over rules: raise hands, type QUESTION in Chat, stay muted til called
 - 3.3 Present any announcements and inform about future meetings
 - 3.4 Formally introduce the presenter with brief background, bio & topic

4. Late comers

4.1 Admit late comers

4.2 Tech/Co Host or Host to type in Chat welcome message, rules, turn CC on & mute themselves

5. Q&A during presentation

5.1 Host or presenter to call out participant's name, one at a time

5.2 Ask participant if they want to state question or have it spoken for them

5.3 If participant want to share openly, remind participant to unmute themselves

5.4 When participant is done, remind them to mute themselves

6- At meeting conclusion

6.1 Take a screenshot of meeting if all ok, share later with participants

6.2 Ask participants to unmute themselves. Thank presenter then participants

6.3 Any left over time announce open mic and remind rules

6.4 At conclusion all say and/or sign goodbyes at same time

6.5 Host, Co/Tech Host to alert participants when leaving meeting