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| Logo  Description automatically generated | **MARLI Virtual Event Preparation Checklist** |

**TECHNOLOGY: Master the Zoom MEETING platform** control panel, tools, features and activities (breakout rooms, whiteboards, polls, share screen, etc.)

## Zoom Support Resources:

[Zoom Meeting Controls Overview](https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end)

[Host and co-host controls in a meeting](https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting)

[How to use Breakout Rooms in Zoom Meetings](https://www.youtube.com/embed/jbPpdyn16sY?rel=0&autoplay=1)

## **PRE-EVENT PREPARATION (one week prior to scheduling meetings)**

**\*These items may only need to be addressed at the new account opening phase. Not every meeting)**

Conduct a [practice](https://support.zoom.us/hc/en-us/articles/206316975-Webinar-Practice-Session) session with the Office of Events/registrar to ensure all the necessary default MEETING settings are correct **at the account level**. During Practice Session:

* Check security settings (waiting room, passcodes, etc.)
* Check audio and web cam video permissions
* Auto mute on entry
* Upcoming reminders generated from ZOOM system
* Enable chat
* Check Polls are created for all courses
* Sound notifications
* Allow file transfer
* Allow Host to create in meeting co-hosts
* Allow annotations, non-verbal feedback and meeting reactions settings
* Screen share privileges
* Allow whiteboarding, remote control
* Lock room or allow participants to rejoin
* Allow renaming
* Allow breakout rooms
* Identify virtual background standards
* Cross check advanced settings are correct per company policy

## **PRE-EVENT PREPARATION (one week prior to scheduled online meeting)**

**Conduct a full-dress practice rehearsal between the Host and Co-host for every course material.**

* + Review the **technical producer deck slides** have current information (agenda, upcoming attractions, housekeeping, team photo slide, etc.)
  + Follow the Faculty guide and practice technical handoffs and engagement activities
  + Determine who is managing Q&A responses
  + Determine who is logging in room activity documents (chats, BO discussions, etc.)
  + Review course content functions as expected within Zoom meeting (animations, graphics, charts, etc.)

**PRE-CONFERENCE** (30-60 mins prior to meeting start time)

*This time is critical to the success of the meeting. This is time to get on the same page with everything that has been prepped earlier. Testing equipment and systems to make sure all technology is performing as expected.*

* Rename yourself in the participant panel if necessary
* Promote your co-hosts
* Change your chat to send to someone other than “Everyone”
* Exchange cell numbers and place your cell on mute
* Close down all notifications and applications not in use for meeting

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