

Videoconferencing Checklist

As you are planning an event or presentation on an online platform such as Zoom, please consider the following:

- How are you advertising the online meeting or presentation?
- Who is hosting the call? If more than 10 people are on the call, consider muting everyone and designating one person to be in "control."
- Are you going to keep people in the waiting room and admit them all at once, or just open it ahead of time?
- Who is introducing the speaker?
- Does your speaker know how to screen share?
- Do you want attendance taken, and if so, who is doing this? (See Attendance Tracking.) Do reminder emails need to be sent to attendees? If yes, determine the:
 - Timing
 - Sender
 - Author (Draft text for consistency.)
- Are you taking questions ahead of time and how are those being collected?
- What is the expectation for audience interaction? Are you taking questions during the call? In the chat box or out loud? Do you want to assign one person to read questions from the chat box?
- Does the speaker have any information or slides that need to be shared with attendees in advance or following the call? If someone asks for the slide deck, has the speaker approved sending these out by request?
- Are you planning to record the session? If yes, you must have the speaker(s) sign the permission form: [Release to Record Form](#).
- Who are you inviting to participate/attend? Consider possible capacity limits due to licensing.
- *Institutional Advancement events only:* Are we tracking the participants for ATCO?
- You will be able to add the Whitworth logo and branding to Zoom when you set up your call.
- It is recommended to start the call with an agenda so attendees know what to expect.
- Resources: [Branded PowerPoint Slides](#) and [Sample Agenda](#).
- If you are expecting attendees to participate during the call, let them know in advance.

Attendance Tracking

After the call, the host will be able to download a report of the individuals that attended the call. Read this short how-to on [Virtual Attendance Tracking for Zoom Meetings](#).

Sample Meeting Agenda

Whitworth Office of University Events
Aug. 12, 2020
4-5 p.m.

Welcome: Michelle Drennen

Panel Introductions: Anthony Calabro

Panel Topics:

1. Event Planning 101- Michelle Drennen
2. Event Registration- Mandy Moore
3. Audio/Visual Planning- Anthony Calabro

Breakout Rooms: Panel topics discussion

Q&A: moderated by Mandy Moore. Please post questions in chat box.