



TRAINING INITIATIVES FOR NEUROLOGY ADVOCATES

PRESENTER TO-DO-LIST

Technical Checklist

- Connect computer with Ethernet cable if possible and check internet connection is stable
- Turn phone to flight mode/do not disturb if phone not needed
- Disconnect landline if applicable
- Wear headphones
- Use computer rather than a mobile device
- Check platform's features are available on the system you are using. For example if using Whiteboard feature on ZOOM it's better to use the app.
- Check computer is not on mute
- Cue up any items to share during presentation, for example videos or PowerPoint
- Close any windows on computer not relevant to meeting

Preparation Checklist

- Practise with a dry run.
- Send technical joining information to participants and include emergency phone contact details
- Have plan B for sharing videos/PowerPoints etc should screen share fail
- In case you lose connection or computer crashes print out:
 - all materials
 - contact details participants
 - Teleconference details
- Join 30-45 minutes ahead of time.
- Start on time!

Other things to keep in mind during meeting:

- Avoid noisy keyboard typing while your microphone is un-muted
- Keep an eye on the chat regularly
- Share sound when sharing videos
- Mute all participants when sharing videos or participation not required.
- Stop share when not needed.