

Checklist for Webinar Technical Check

Does the presenter have:	Checked? Yes/No
Zoom installed on their computer	
Type of device presenter is using	
Internet speed:	Upload speed:
Get presenters to use www.speedtest.net to check their internet speed	Download speed: Ping Score
Do we need an ethernet cable?	
Instruct on Zoom controls – <ul style="list-style-type: none"> - Mute when not speaking - Camera on and Off - Sharing slides Have a play with the Zoom controls	
Good lighting	
Good quality image	
Can see full face	
Good quality audio	
A headset as back-up in case of audio issues	

Presentation format:	Done? Yes/No
Run sheet – email to presenter at end of tech check	
Fill in some details during tech check	
Intro by host?	
Does the presenter wish to use slides?	
Slides in correct format i.e. pdf?	
Presenter to email presentation to Webinar Technician in case of issues at the webinar	
Advise on slides: visual – few words, not too many slides, do not read slides.	
Who will be running the slides? Presenter or Webinar technician?	
Instruct presenter to say 'Next slide please' if webinar technician will share the slides	



If presenter wants to share slides themselves, instruct to only have the window they want to share open.	
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Add mobile numbers of presenters to run-sheet in case of issues.	
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