

ZOOM SPEAKER CHECKLIST v2

1. As a zoom speaker, you should be able to do the following:
 - a. Turn off and on your video.
 - b. Mute and unmute your audio.
 - c. Know how to use the chat function, both privately and to everyone.
 - d. Know how to share your screen.
 - e. Keep track of the amount of time that you have for your part in the event.
 - f. Join the zoom session 15 minutes prior to your scheduled time.
2. If you have any links that you wish to be communicated to the audience via the youtube chat, please provide to us at least 2 days before the event.
3. Ensure that your name displayed in your zoom window contains your first and last name. You need to do this before you join the zoom session.
4. Ensure that you have lighting that faces you so that your face is well lit. Do not have windows or light sources behind you.
5. Remember to mute your youtube livestream before you join the zoom session.
6. When you join the zoom session, you will be placed in a waiting room. A person that we call the wrangler will communicate with you at this point. The wrangler will look after moving you from the waiting room into the live zoom session.
7. **IMPORTANT: the youtube live stream of this event will be time delayed from what you will experience in the live zoom session. This delay may be 30 seconds or more.**

Updated on: October 1, 2020