VIRTUAL CHECKLIST

PREPARE
Platform Selection
- Hardware, software, network
- Determine audience
- Determine objective
- Current and future use

Before you even begin ask yourself and your team, three questions:
- Is it relevant?
- Is it timely?
- Is it necessary?

Content creation
- Develop or modify existing content into virtual platform
- Create clear agenda
- Use multiple media
- Select appropriate facilitator(s) and tech support

Facilitator Preparation
- Facilitator notes and materials

Conduct a practice run
- Test all elements of the virtual setting

Participant Preparation
- Provide any and all information
- Participant tech requirements

CONDUCT
Leading up to start time
- Open early for tech support
- Have a tech troubleshoot plan

Go time
- Introductions
- Instructions and use of technology
- Follow agenda/learning objectives
- Provide clear next steps
- End on time

FOLLOW-UP
- Provide promised materials and resources
- Debrief

A few other tips and tricks:
- It’s not about you
- It’s not the same as in-person
- Focus on the variables you can actually control
- Be real, be sincere, be you
- Have fun!