

Online Checklist

Before your workshop begins

- Have your one-page plan ready to go
- Rehearse presentations to check timings
- Have slides created, reviewed and tested
- Double-check when your workshop will take place
- Familiarize yourself with the appropriate Zoom features (eg screen sharing, breakout rooms, mute/unmute functions)
- Have a decent pair of headphones and a microphone
- Find a quiet space to host the workshop in
- Check that all your resources and links are functioning.

During the workshop

- Have your plan somewhere easy to read
- Know where all your resources are
- Pre-set your meeting to mute. Remember to inform participants they will need to un-mute to talk
- Cover basic Zoom etiquette to help ensure the session runs smoothly.

