**Presenter Checklist**

***In advance of the conference:***

[ ]  Computer updated with newest Zoom app?

[ ]  Zoom settings are how you want them? (e.g., background, audio, chat)

[ ]  Make sure you have a copy of your PowerPoint slides

[ ]  Charge your cell phone, in case you need switch to calling in for audio

***Immediately prior to the session:***

[ ]  Fully-charged cell phone on-hand?

[ ]  Close all unnecessary apps, to avoid distractions and free up bandwidth

[ ]  Check your access and settings for the session:

[ ]  Able to turn camera/video on and off?

[ ]  Able to mute/unmute yourself?

[ ]  Able to Share your screen?

[ ]  Able to access/launch Polls\*, if applicable?

[ ]  Able to give or request [Remote Control](https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control), if applicable?

[ ]  Hide Closed Captioning/Live Transcript, if desired

*If you aren’t able to find a specific button/action, check ‘More’*

***During the session:***

* Your session monitor will kick-off the session, review housekeeping items
* When you are ready to address questions from the chat or Q&A, the session monitor will read them aloud (for the recording)
* Troubleshooting during the session:

\_\_Trouble hearing: call in on a phone, disable headset or computer speakers

\_\_Low bandwidth? Turn off video

\_\_If basic troubleshooting doesn’t fix the issue:

Have the participant call RTS at 480-965-9065 Ext 1 for technical support.