Checklist for Session/Course Coordinator
(Using Zoom)

Before the date:
- Inform the speaker of the time and the format of our sessions.
- Email the speaker the Zoom invitation to join the meeting.
- Obtain a short bio for introduction of speaker; ask if there are any special requirements.
- Talk with speaker to determine their knowledge and familiarity with Zoom:
  - Has speaker done other presentations using Zoom?
  - Is speaker familiar with Zoom screen sharing?
  - Will speaker be using Microsoft PowerPoint? YouTube or streaming videos?
  - Does speaker have a fast Internet connection?
  - Will speaker be using a PC or a Mac?
- Ask if the speaker would like to do a practice session with the Coordinator and Zoom Host a few days before the presentation. Schedule the practice session.

Day of the Class
- Join the Zoom meeting 30 minutes before start time to work with speaker.
- Test the speaker's audio, video and slides/visuals (Zoom Host will help)
- Each session, call the group to order and:
  - Ask if there are any announcements
  - During Intersession be sure to welcome guests.
- Introduce the speaker.
- Call the break if the speaker does not break.
- Bring the class to order at the end of the break.
- When speaker is finished, thank him/her.

After the Session
- Write a review for the Newsletter and the Facebook Page. Pictures are encouraged but not absolutely necessary. Email to Jeridurant@gmail.com and fesmire149@gmail.com.