



## Checklist for Session/Course Speaker (Using Zoom)

### Before the date:

- A LIRA member will be assigned to be coordinator for your presentation and will provide contact information to you.
- Finalize details regarding date, time, and format with designated coordinator
- Submit a short synopsis (1 to 3 sentences) of your presentation
- Submit a short bio for introduction
- Discuss with the coordinator your experience using Zoom
  - Have you done other presentations using Zoom?
  - Are you familiar with Zoom screen sharing?
  - Do you have a fast Internet connection?
  - Will you use a PC or Mac?
  - For interactive Q&A we will use the *Zoom Raise Hand* function to organize the discussion
  - The coordinator can arrange a practice Zoom session a few days before your presentation
- Inform coordinator about any special requirements you may have.
- Confirm that your presentation file format can be used with Microsoft PowerPoint.

### Day of the Class

- Plan to join the Zoom Meeting 30 minutes prior to the presentation start time. Join with Computer Audio and Video.
- Test the audio, video and speaker slides/visuals (Class coordinator and LIRA Zoom host will help)