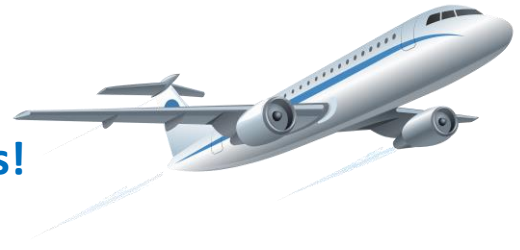


## Zoom Pre-flight Checks: 20 Steps to Ensure Your Session Flies!



**Start preparing 30 minutes before your start time:**

- Check broadband speed
- Have your phone dial-in instructions ready to paste in chat in event of anyone unable to join via computer audio
- Prepare back-up pc or log in with Zoom mobile app. Useful if your main PC/laptop fails, but also acts as your “confidence monitor” to check participants’ view.
- Prepare timers. Show one on screen during your breaks, e.g. the Windows 10 App “Alarms and Clocks” or some cool ones here: <https://www.online-stopwatch.com>
- Check audio & webcam are working
- Open slide decks and any other windows ready for sharing
- Set up required position of Zoom panels (Chat, Videos, Participants) while sharing
- Set up whiteboard with titles, boxes etc ready for use
- Check or create polls required
- Close down all other unnecessary programs / windows
- Remove any noisy distractions
- Rename yourself in the Participants panel
- Check meeting settings (e.g. waiting room, mute on entry, Q&A settings)
- Check participant privileges e.g. annotation settings, chat, ability to share screen, ability to turn on video, ability to mute / unmute
- Load and share reception deck (if using)
- Add additional welcome message or reminder to opening slide (annotated text)
- Have your session notes, participant list and agenda in front of you
- Have a glass of water nearby
- Be ready to meet and greet early birds
- Before you start presenting, remember to BREATHE!