

## VIRTUAL CHECKLIST

This checklist will help you prepare for delivering a presentation using Zoom.

YES NO

### PREPARATION: Did you...

#### 1. Setup your devices?

*Connect both devices to the Zoom meeting. Make sure the camera is working. It is recommended to restart devices before the start of a session.*

#### 2. Test audio?

*Check that Zoom is set to the correct microphone input. If using two devices, be sure to mute the second device to avoid feedback.*

#### 3. Ensure room lighting is adequate?

*If using natural light, will there be constant light from start to finish? Do you have a ring light or other light available?*

#### 4. Organize tools and equipment?

*Prepare mannequins, slide presentations, and documents for sharing.*

#### 5. Prepare an opening and closing slide or image?

*Having an opening and closing screen is recommended. Consider adding these to your presentations to help begin and end presentations smoothly.*

#### Tips:

Virtual backgrounds are a simple way to prevent background distractions. You can upload custom images to personalize your appearance.

You can customize your microphone and speaker volume within Zoom to ensure the best audio experience.

### PRESENTATION: Will you...

#### 1. Be sharing your screen?

*Zoom allows you to select full screens or individual windows when sharing, be sure to choose the correct one*

#### 2. Play video or sound clips during your presentation?

*Be sure to enable screen share audio before sharing to ensure participants can hear the audio*

#### 3. Need to share the presentation or make it available for later viewing?

*You can record meetings to the cloud or your device. Choose the appropriate one that makes it easiest for sharing later.*

#### 4. Need to share documents or information with participants?

*Zoom supports direct uploading of files to the chat.*

*You can upload documents to online sites, such as Dropbox, and share the link in the chat.*

#### 5. Ask for participant feedback during the meeting?

*Encourage participants to use reactions, feedback icons, or the chat throughout the presentation*

#### 6. Demonstrate hands-on techniques?

*Be sure to pay attention to what the participants see. Check your camera view often to ensure a clear and visible demonstration.*

#### 7. Need to demonstrate on multiple sides of the mannequin?

*The use of alternative ergonomic positions may be necessary, and consider using a Swivel Tripod mount.*

#### 8. Be using electrical tools, such as a blow-dryer or irons?

*Consider using wireless earphones to reduce background noise. Muting the microphone during blow-drying may be necessary.*

*Multiple electrical tools and devices may cause a circuit break. Test all tools, lighting, and devices before the session.*

#### Tips:

Wearing clothing that contrasts the color of the mannequin hair is recommended for easier visibility.

You can lock screen-sharing so that only the presenter can share. This can help avoid disruptions during the presentation.

Spotlighting your screen will help ensure all participants see your camera or screen share.

When demonstrating on a mannequin, ensure the participants can clearly see the mannequin. Have the camera centered and positioned as close as possible.

Electrical tools increase the number of cords in your space. Be sure to consider managing cables and cords to eliminate hazards.