Pre-flight checklist

Getting ready for your webinar or videoconference

So you're preparing your online blended training, webinar or videoconference?
Print this list and go through it at least 15 minutes before your meeting.
If it's your first time, do it a day in advance, you might need some time to fix things. Always:

☐ Send out a reminder to join and make sure your co-presenter is ready. Use your phone to communicate so you don't mess up your computer setup.

☐ Check your lighting, clothes, background in the room. Professional enough? Not too messy?

☐ Warn people around you that you're doing something very important!

☐ Hang a "Do not disturb" sign on your door.

☐ Grab a coffee, go to the toilet.

☐ Reboot your computer to close all unwanted processes: you want all the speed you can get.

☐ Turn off the shortcut bar in your browser (in Chrome for Windows this is CTRL-SHIFT B).

☐ Turn off Skype, WhatsApp and other applications you don't need, especially if they use your camera.

☐ Check desktop image – professional enough if you share it?

☐ Make sure your name is showing correctly in the video conferencing tool.

☐ Check your audio and video using the video conferencing tools.

☐ Start recording if it's not set to automatic. Sharing the recording? Ask people if it's ok!

☐ Set up screen so you see: Chat, People, Video, PowerPoint (incl. presentation view).

☐ Login into LearningStone with right account. And make sure the groupspace is prepared.

☐ Kick all cats and dogs out and close the door.

Download this checklist at www.learningstone.com/pre-flight

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