

NEW ENGLAND ATTC VIRTUAL BEST PRACTICES CHECKLIST

For Trainer/Facilitator Use

Documents/Handouts:

- Zoom Etiquette Document
- Finalized Slides in PDF format - ready to share
- Handouts in PDF format - ready to share

Technology/Environment:

- Computer System Updated
- Zoom Account Updated
- Zoom Account Logged In
- Test Internet Connection
- Test Screen Share (day of)
- Alternative Device Ready
- Fully Charged Devices
- Ample Lighting in Room
- Eliminate Distractions

Engagement Tools:

- External Videos Ready and Loaded in Separate Tab
- Google Docs Ready with Instructions and Share Link Ready
- PowerPoint Ready to Screen Share
- External Presentation Tools Ready with Instructions (if needed)

