**ZOOM EVENT PREP-MEETING SCRIPT**

It’s a good idea to have a meeting with your speaker(s) in advance of an online event. Below are some key details that you should discuss to make sure your event runs according to your, and your speaker’s, expectations.

**Pro tip:** host your prep-meeting on the same Zoom link that your event is taking place on to make sure that the settings are correct. This will prevent day-of Zoom surprises.

**ZOOM LOGISTICS**

*Security Concerns*

* This event is password protected. The password is included in the meeting invite.
* We will be using the waiting room feature. [Name] will be assisting me day-of with admitting those who have registered.

*Co-host capabilities*

* I’ll have the meeting room open at [11:30 a.m.] if you’d like to log in early.
* Do you plan to use slides? (see below “slides expectations” for more details)
* Chat is automatically enabled. Would you like to have it turned off?
  + If it’s turned on, do you want a moderator to help relay questions to you?
* We can record the session and then share the link to participants after the event. Is that ok?

*Participants*

* The Waiting Room is enabled – we’ll let everyone in right at [noon].
* Muted on entry. Do you want them to have the ability to unmute themselves automatically?
* Videos on? Would you like participants to have their videos on throughout the event?
  + We can [spotlight your video](https://support.zoom.us/hc/en-us/articles/201362653-Spotlight-Video) until the Q&A.
* Names of each participant are what they type in and we cannot change them. For the most part people type in their names, some people connect with a device that has a wonky name and we may not know exactly who they are.

**PRESENTATION**

*Logistics*

* Do you have any welcome remarks that include a general agenda and goals for the talk?
* Slides expectation – would you like to share your screen to advance your slides, or would you like me to share my screen and advance for you?
  + I can also share my screen and [give remote controls](https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control) to you so you can advance your own slides.
  + Is there sound in your slides? If so, we should make sure “[Share computer sound](https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing)” is on.
* Q&A – it can be helpful to have a moderator if you’d like.
* Would you like me to send you a private message when you have 2 minutes left, if you’ve gone over time, or if there’s a question in the chat?
  + How would you like me to notify you if there is a question from a guest?

*Tips*

* It can feel strange to presenters to not get any audience feedback. Practice - be confident they can see and hear you and know we will tell you if we can't!
* Assume your jokes and emphasized points are landing. You can't hear the oohs and ahhs but they're happening!