FDOT

VIRTUAL PUBLIC MEETING CHECKLIST
for use with the GoToWebinar online meeting platform

MEETING PREPARATION

- ◯ Create Timeline for virtual meeting activities
- ◯ Confirm Co-Organizers and Panelists
- ◯ Create a meeting Process Agenda showing staff responsibilities
- ◯ Check equipment suitability for a virtual meeting
- ◯ Prepare materials for virtual viewing/sharing
- ◯ Develop any Poll questions to be used during the meeting
- ◯ Develop any post-meeting Survey questions
- ◯ Set up the GoToWebinar Platform (detailed checklist below)
- ◯ Promote the meeting (notifications)
- ◯ Practice the meeting agenda, slides, and Control Panel features

GOTOWEBINAR SETUP

- ◯ Check Audio and Recording settings (yes to all options)
- ◯ Schedule a New Event (Live event with Standard interaction)
- ◯ Add Description, Organizers, and Panelists (Event Details page)
- ◯ Add Welcome Message for Chat box (Event Details page)
- ◯ Add Presenters for the Waiting Room (Event Details page)
- ◯ Add Logo and Feature Image (Event Details page)
- ◯ Select Feature Color (Event Details page)
- ◯ Obtain Share Event details for notifications (Event Details page)
- ◯ Set Registration Settings (Event Details page)
- ◯ Add Reply-To email address, set up Confirmation, Reminder, and Follow-up Email to Registrants (Event Details page)
- ◯ Add any Poll or Survey questions (Event Details page)
- ◯ Upload any Handouts or Videos (Event Details page)

RUNNING THE VIRTUAL MEETING

30-45 MIN BEFORE START TIME:

- Start pre-meeting in Practice Mode
- Close browser and unnecessary apps, including email
- Unmute meeting Staff to enable pre-meeting communications
- Check functionality of audio, webcams, and presentation slides progression
- Arrange your desktop (e.g., undock Control Panel modules)

15-30 MIN BEFORE START TIME:

- Send out any instructions to Attendees via the Chat box
- Monitor Attendee questions/comments in the Question box
- Verify all Attendees are muted
- Press Start on Control Panel to open the meeting and give Attendees time to get oriented. The Attendee View will be the Waiting Room or Shared Screen

AT START TIME:

- Make sure all meeting staff are muted except the speaker
- Make sure Record button is checked
- Click Start the Broadcast to allow Attendees to hear the speaker

WRAP UP:

- Stop Recording
- Mute all speakers
- Click File and End Webinar