**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**