

# Roger Courville's Virtual Meetings Checklist

For additional ideas about delivering presentations, classes, and meetings, visit [www.TheVirtualPresenter.com](http://www.TheVirtualPresenter.com)

 Step	Questions
<input type="checkbox"/> <b>Preparation: Ask all participants to join from their own computer</b>	Have you planned to “move the needle” with multi-taskers? Have you provided explicit instructions and benefits in your invitation? Have you determined how you will make effort to include every participant?
<input type="checkbox"/> <b>Preparation: Choose meeting tools based on meeting objectives</b>	Have you thought through how attendees would participate in this meeting were it in-person? What web conferencing tools are available to you? Have you mapped participant needs to the tools you need to use?
<input type="checkbox"/> <b>Collaboration: Turn your agenda into a working document</b>	Have you chosen a font that’s large enough to be read clearly? Have you reiterated your participant instructions in the agenda header? Do you need to make a note to remind yourself to give meeting participants verbal instructions about how to participate?
<input type="checkbox"/> <b>Collaboration: Capture brainstorming and “parking lot” items using chat</b>	Have you given attendees instructions about how to participate (again!)? How does the captured chat log need to be edited before it’s shared? Should the shared chat log be part of the working agenda, or should it be a separate document?
<input type="checkbox"/> <b>Presentation: Engage visually by thinking visually</b>	What is the key point you are making on a slide? Have you put the key point in the title of the slide? What images, graphics, or charts would help to make that point? Is the image easily grasped and persuasive?
<input type="checkbox"/> <b>Presentation: Learn to dialogue naturally using tools</b>	Are you committed to the idea that your audience values your authenticity more than your perfection? Have you rehearsed your presentation so that you are not tempted to read what is on the slides? What webinar tools will you use to “keep an eye on” your audience?
<input type="checkbox"/> <b>Follow up: Use recordings <i>and</i> handouts to optimize productivity</b>	Have you learned how to record the meeting and share the recording? Who should receive a link to the recording? Are you committed to the idea that visual slides usually make poor handouts? What form of handout would best serve meeting participants?