

## PRESENTER CHECKLIST, Fall Extension Conference 2010

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1. **By Oct 1 (if later, at least connect with your host by then):**
  - Load your PowerPoints or PDF files into the meeting room. Your host can help.
  - Tell your host what you intend to do in your session (e.g., share a PowerPoint, have people brainstorm in chat pods, have Q&A in the chat pod, use any polls, view a live website, etc.). They'll help you decide which layouts and pod configurations you will need.
  - Tell your host how many people will be presenting in your session, and
    - if more than one, whether you will be using multiple microphones,
    - whether you'll have multiple power points, and
    - how much time each presenter will have (remember transition times are longer).
2. **30 minutes Before the Session.**
  - Go to your meeting room and do the Audio Setup Wizard to make sure your microphone is working. Your host can help you with this.
3. **Just Before the Session.**
  - The host will play the participant recording telling them how to set up their audio.
4. **During the Session.**
  - Pay attention to time cues your host will give you in the Presenter Only chat pod.
5. **At the End.**
  - Ask people to fill out a short evaluation right away. The host will click on the Zoomerang link in the web-link pod to send them there.

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