



Check Fundamentals

- ☐ Check for **Webex updates** (and download latest version if available)
- ☐ **Close unnecessary** applications and documents
- ☐ Check your **session link matches** the session link sent to participants
- ☐ **Source Host Key** (and share with co-facilitators)
- ☐ Go to “Participants” panel and **set Host and Co-host(s)**
- ☐ **Walk around platform** to check if anything has changed
- ☐ **Check AI Tools** (e.g. transcription) are set as you want

Set-up Your Workspace

- ☐ Set-up your **extra screen(s)** and **position webcam**
- ☐ Position your **trainer notes**
- ☐ **Grab any items**, e.g.: clock for timing activities, handbook, cards, props
- ☐ Make sure you have **water** (or alternative) to hand

Discuss Roles & Back-up

- ☐ Remind on **who leads** vs supports for each section
- ☐ Confirm **expectations** of support required
- ☐ Align on **target timings** for sections
- ☐ Align on **timing and length of break(s)**
- ☐ **Set-up backchannel** chat (e.g. WhatsApp)
- ☐ **Contingencies:** agree back-up plans for tech failures or other issues

Content / Materials

- ☐ **Open or upload** slide-deck(s)
- ☐ **Open Chat Notes** for fast copy and paste
- ☐ **Open other materials:** poll webpage, handbook pdf, course materials website, video site, etc.

Participant Info

- ☐ **Names**
- ☐ **Email addresses**
- ☐ **Email with session link ready** to send to participants who haven't arrived on time

Full Tech Check

- ☐ **Test webcam:** clear, well framed, well lit
- ☐ **Clear distractions** from webcam background
- ☐ **Check audio** is clear for each of you
- ☐ **Step through all technical aspects** of the session, including:
 - ☐ Test sharing **music** (if using)
 - ☐ Test **sharing slides** (exactly as you will do in the session)
 - ☐ Test **video/audio**, including sharing sound
 - ☐ Test any **transitions between facilitators** (when you switch who is sharing content)
 - ☐ Test **sharing any additional materials:** website, 2nd slide deck, etc.
- ☐ **Test interaction activities** (if using):
 - ☐ **Annotations**
 - ☐ **Polls** – cleared history, correct links
 - ☐ **Whiteboards**
 - ☐ **Break-outs** (prepare the first one)

