

VIRTUAL MEETINGS

ZOOM SESSION FACILITATOR - CHECKLIST

BEFORE THE SESSION

- 1. Purpose of the meeting (*why are you meeting?*)
- 2. Who will attend? (*names, emails, phone numbers*).
- 3. How long do you need?
 - > Ensure you allow time for information sharing, questions, interaction, and next steps.
 - > *Pro Tip - do not schedule longer than 1 hr without adding breaks; and try not to exceed 2hrs. Schedule multiple meetings rather than one long meeting.*
- 4. Define your agenda and ensure content is clear and concise.
- 5. Decide the best format. For example:
 - > **Discussion:** Meeting with people attending with videos on to engage in dialogue; agenda shared ahead of time.
 - > **Brainstorm:** Possible screen share meeting with people attending with/without video; agenda may be shared ahead of time and followed during session.
 - > **Presentation:** BCNU approved presentation meeting with people attending with/without video. The delivery of approved presentations should be accompanied with training on how best to facilitate.
- 6. Will you facilitate [present/host] on your own or with a co-host and/or a producer?
- 7. How will you invite participants? (*e.g., with an Outlook calendar invitation, with a Zoom link embedded in an email*).
- 8. Do the participants need training on how to participate/use the Zoom platform?

DURING THE SESSION

- 1. Welcome and First Nations Land Recognition
- 2. Meeting etiquette/climate goals
- 3. How to participate virtually (Zoom tips)
- 4. Introduce yourself and decide if all participants should introduce themselves
- 5. Content/agenda items
- 6. Questions
- 7. Next steps (including scheduling next meeting if appropriate)

AFTER THE SESSION

- 1. Were there any action items requiring follow up?
 - > Who was to do what by when?
 - > What communication follow up is necessary once action items have been completed?
- 2. Are there subsequent meetings to be scheduled?
- 3. Were there any unanswered questions to be followed up?