

## VIRTUAL MEETINGS

### ZOOM SESSION FACILITATOR - WORKSHEET

For most meetings there will be one person responsible managing and presenting at the session. However, best practice is two people for each meeting – with each sharing the presentation and meeting management duties.

Role	Name & Title	Contact Information
Facilitator(s): <b>Facilitator</b> is the person presenting the information or training, managing, and explaining activities, etc.		
Producer(s): <b>Producer</b> is mainly behind the scenes, managing administration of the session in the background.		

Item	Information	Notes
Why are you having the session? <i>(What is the purpose of the session? What are the expected outcomes?)</i>		
Name of the session		
Description of the session <i>(Optional – use for advertising via email and/or eNews)</i>		
Date and time of the session <i>(Include start and stop times)</i>		
What presentation will be used? <i>(All PowerPoints are to be formally approved and BCNU branded)</i>		

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### ZOOM SESSION FACILITATOR - WORKSHEET *continued*

Item	Information	Notes
<p>What engagement tools will be used?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Raise Hand</li> <li><input type="checkbox"/> Chat</li> <li><input type="checkbox"/> Reactions</li> <li><input type="checkbox"/> Share Screen</li> <li><input type="checkbox"/> Whiteboard</li> <li><input type="checkbox"/> Annotation</li> <li><input type="checkbox"/> Polls</li> <li><input type="checkbox"/> Breakout Sessions</li> </ul>		
<p>Session settings</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microphone (<i>e.g. participants muted upon entry</i>)</li> <li><input type="checkbox"/> Camera (<i>e.g. participants' cameras disabled on entry</i>)</li> <li><input type="checkbox"/> Security (<i>e.g. waiting room enabled, notification upon participant entry to session</i>)</li> <li><input type="checkbox"/> Recording (<i>yes vs no</i>)</li> <li><input type="checkbox"/> Create a sample meeting to test settings</li> </ul>		

BCNU Tech Support is accessible via [techsupport@bcnu.org](mailto:techsupport@bcnu.org) if any technical issues with equipment or BCNU supplied programs/applications.