Checklist for Participating in Remote Meetings

Adapted from Andi Roberts of MasterFacilitator.com

☐ **Maximise bandwidth.** Switch off other devices that may be using bandwidth. Tablets, cell phones, printers, smart speakers, smart TVs, gaming machines and more can use valuable bandwidth. Consider requesting colleagues or family members (if home) to disconnect.

☐ **Connect with a network cable if possible.** This will give the most stable connection.

☐ **If you have low bandwidth,** dial-in on your phone instead, if this facility is available.

☐ **Use a headse**t. Ideally headphones and speakers. Next best is just headphones and then use the laptop microphone to speak.

☐ **Find a quiet, tidy, distraction free location**, from which to attend the session.

☐ **Arrive 5 minutes early** in order to mitigate any potential technical difficulties.

☐ **Test a platform if you are using it for the first time,** so you can be sure it works fine.

☐ **Carry out a sound test** with the software the moment you arrive in the room – you'd be surprised how often people find their settings have inexplicably changed.

☐ **Remember to stay on mute if not speaking**. It really helps keep the call quiet, and free from echo.

☐ **Keep engaged** with the facilitator and presenter with your facial expressions, and through the chat and appropriate use of the status symbols.