



Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Presenter: \_\_\_\_\_

Presenter Email: \_\_\_\_\_

Presenter Direct Phone: \_\_\_\_\_

Presenter will connect via:

- Zoom       Go To Meeting       Skype       Webex
- Telestream Rendezvous       Google Meet

Other: \_\_\_\_\_

The connection will be:

- Direct to the meeting platform
- Routed through tech control

Accompanying Slides:

- Are not planned
- Will be driven from the meeting site
- Will be driven from the presenter's site

Presentation Name:  
\_\_\_\_\_

Slides FILE NAME:  
\_\_\_\_\_

Presentation Start time:  
\_\_\_\_\_

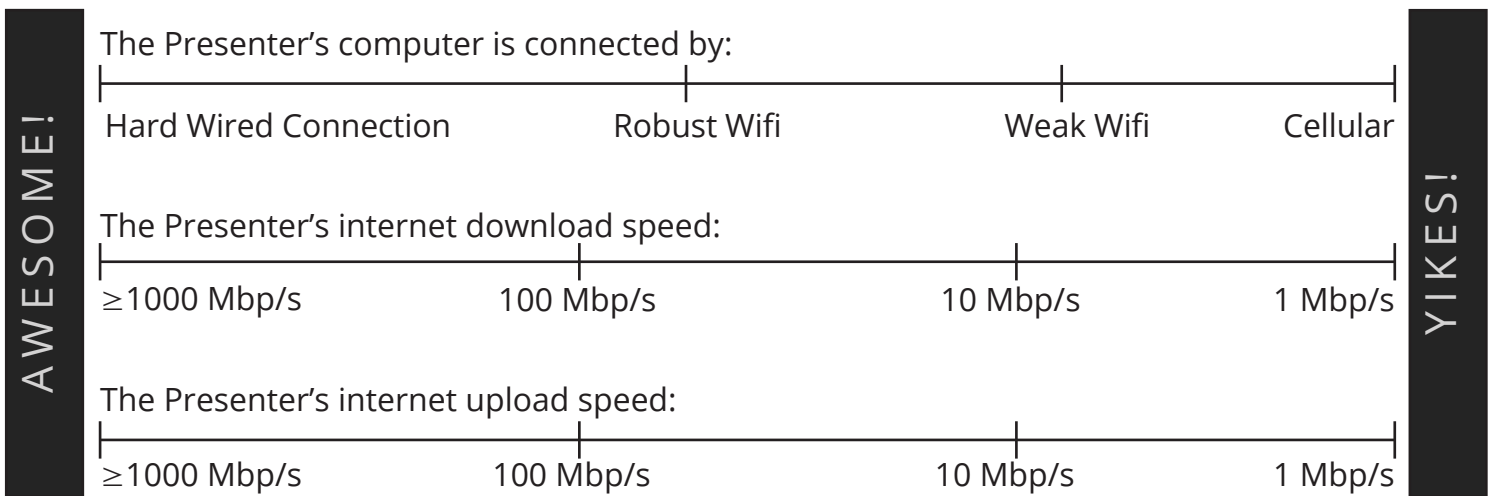
Presenter "On Standby" Time:  
\_\_\_\_\_

Presentation "Block" Start time:  
\_\_\_\_\_

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Internet Connection Info:

Robust wifi would be considered having all of the wifi meter bars lit.  
Have the presenter go to speedtest.net and report their results.



Prior to rehearsal

- The Presenter has completed a speed test
- The Presenter's slides have made it to the meeting planner / tech crew
- The Presenter is aware of their connection method
- The Presenter knows their presentation time
- The Presenter knows their standby time
- We have the Presenter's alternate contact information
- The Presenter has our alternate contact information

Rehearsal

- The Presenter has tested their alternate communication strategy
- The Presenter connected successfully
- The Presenter is well framed from an appropriate height
- The Presenter is lit from the front in a flattering manner
- The Presenter's background is appropriate and not too distracting
- The Presenter has sent their slides, controlled the local slides or has a plan for communicating how to control their slides
- Any sound or video in the presentation has been tested
- The cues for starting / stopping and handing off the presentation have been rehearsed
- The plan for disaster recovery (lost connection, sickness, etc.) has been discussed
- The Presenter understand what their experience of the presentation will be

Prior to Meeting

- The Presenter has turned off all unnecessary network devices, tablets, smart tv's, etc.
- The Presenter has rebooted their computer at least two hours prior to to their presentation
- The Presenter has turned off all unnecessary virtual private networks
- The Presenter has turned off all unnecessary background applications
- The Presenter has ensured that they will have a quiet and uninterrupted environment
- The has been a final sound and visual check with the tech crew
- The Presenter is in a suitable state of mind (properly relaxed if at all possible)
- The Presenter has been given an encouraging comment and has been wished a good presentation

Opportunity Number: \_\_\_\_\_  
Account Rep: \_\_\_\_\_



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