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Checklist: What to Cover in Your Webinar Dry Run

Before your dry run

- ☐ **Schedule** your dry run/dress rehearsal as a separate webinar from your event.
- ☐ **Invite** your panelists.
- ☐ Enable **Practice Session**.
- ☐ Remind all presenters to **update their Zoom client** before the dry run.
- ☐ Send panelists **tech setup best practices**.

How to join

- ☐ **Start the webinar** session.
- ☐ Inform panelists to join the webinar by using their unique link sent by email.
- ☐ If any panelists have not received their link, resend it.

Webinar settings

- ☐ Select which video view to use:
  - Follow Host View shows audience members whichever view the host is using.
  - Gallery View shows all presenters with their cameras on.
  - Active Speaker View shows the host/panelist who is speaking.
  - Hosts and co-hosts can also **Spotlight** presenters.
- ☐ Disable or enable attendee chat.

Presenter checklist

- ☐ Hardwire internet connection (if possible).
- ☐ Enable HD video (in Video settings).
- ☐ Suppress background noise if necessary (in Audio settings).
- ☐ Check virtual background, lighting, video, and audio quality.

Webinar logistics

- ☐ Designate a timekeeper to ensure the session doesn't go over the allotted time.
- ☐ Kick off the webinar with housekeeping announcements and speaker introductions.
- ☐ Run through webinar content, with special attention to the following logistics and transitions:
  - ☐ Are polls set up? Who will launch them?
  - ☐ Will you share links to resources during the webinar? When will they be shared and who will send them in the chat?
  - ☐ Who is sharing slides? Discuss transitions for switching screen sharing.
  - ☐ Are videos downloaded and working? When screen sharing, check boxes to share computer sound and optimize screen share for video clip.

Final steps

- ☐ Debrief and discuss next steps, final preparation, etc.
- ☐ Announce call time for the event — ask panelists to join 15-20 minutes before the webinar session is scheduled to start.

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