**Host Checklist**

I. At least one hour before your session begins:

1. Print this checklist or put it on a 2nd device. (There’s going to be a lot happening on your computer screen, so it’s very helpful to have it separate.)
2. Open & review the PowerPoint for the session (if applicable).
3. Keep these items open or somewhere very easy to locate.

II. 30 minutes before your session begins (you can reduce this to 20 min after a couple sessions):

1. Click the “Start Practice Session” in your Zoom account. This will begin the practice session.
2. Ensure you are in Gallery View. Click on the participants, then panelists, and look for the “…” at the bottom of the panelists panel. Select “Side-by-Side: Gallery View”.
3. Ensure chat is only enabled for panelists. Open the chat, click the “…” on the bottom right of the chat box. Under “Participants Can Chat With”, select “All Panelists”. Check carefully that “All Panelists and Attendees” is NOT checked.
4. Open the captioning links on your browser so you can check them during the event: [insert CART link]
5. Open the session PowerPoint.
6. Select “Slideshow” from the main menu and then “Set Up Slideshow” from the submenu.
7. In the pop-up window, look for “Show Type” in the upper left corner and select “Browsed by an individual”.
8. In the same pop-up window, look for “Advance Slides” in the center right and select “Manually”.
9. Click “OK”
10. Now select “From Beginning” to display the slide show. You will still be able to access controls and share the Accessibility Tips video after displaying the slide show.
11. The captioner and interpreters should join at least 15 minutes before the session begins. If your captioner and interpreters are not on 10 minutes before start, please reach out to [insert CART email address].
12. Assign Captioner to provide CART. Look for the three dots over the captioners camera. Select “Assign to type Closed Captions”.
13. Review the logistics and accessibility items with the presenter(s) as soon as all presenters are connected or *at least* 10 minutes before the session start time:
14. Let everyone know that you are in a presenter’s pre-call and that the audience will not be joined until you broadcast when the session begins.
15. Soundchecks – “Soundcheck 1, 2, 3”. Can you hear them? Can they hear you?
16. Ask presenters to mute and turn off video unless they are actively speaking (This doesn’t matter in the pre-call. Very important once you broadcast.)
17. Clarify who will share the presentation / change slides?
    1. Remind all presenters to audibly cue slide changes (say slide #) regardless of who shares PowerPoint.
18. Remind everyone (including yourself) to share pronouns and visually describe themselves and all content
19. Remind presenters of the need to pace their presentations and speak one at a time for accessibility reasons.
20. Ask which presenter will speak first after your intro. Turn it over to this person by name after your welcome and the Accessibility Tips video.
21. Ask presenters when they plan to take audience questions (i.e., scheduled Q&A Breaks? Only at the end?)
22. Review Q&A procedures:
23. Audience can submit questions via Zoom Q&A, emailing host (or support staff), and callers may press \*9.
24. You will voice all questions regardless of how they are submitted.
25. We will answer as many questions as possible, but will need to end on time.
26. Make sure you know the exact title of the session and the presenters’ names, because you’ll need to announce them in your intro.

III. At the scheduled start time:

1. Confirm that captions are running and that everyone is ready to proceed.
2. Give a 5 second countdown.
3. Click “Broadcast” in the Zoom menu bar. (You can also select “Start Webinar” in you see that option on your screen. They both do the same thing.)
4. Wait 15 seconds to make sure everyone is connected before you begin the session. Tell the audience why, “Hello, we will wait 15 seconds to make sure everyone is connected before we begin our content today.” Or something like that.

IV. Welcome & Introduction

Hello everyone, I’m \_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_. I’m a [visual description of yourself] and my pronouns are [your pronouns]. Welcome to [Session Title]. I’ll be your host today and we also have \_\_\_\_\_\_\_\_\_\_ assisting us today. CART Captioning and ASL Interpreters are both available today. Public chat is turned off, but you can still submit requests for technical support to the panelists. Please let me know if you have any questions about the accessibility features or logistics in the chat.

1. Share the PowerPoint (if applicable).
   1. Click “Share Screen” in your Zoom menu bar.
   2. Click the PowerPoint in the Shared Screen pop-up window.
   3. The PowerPoint will now be shared with the audience.

V. During the Session

1. Change slides as prompted
2. Monitor the chat for technical support requests and respond as needed.
3. Monitor the Q&A:
4. Each time you take a Q&A break, share your email address with the audience when you share options for submitting questions.
5. Zoom Q&A: Click on the Q&A Tab. If questions are offensive, derailing, or off-topic, click “dismiss”. This will prevent those questions from going to the full audience. Hold good questions for the Q&A session(s). Once questions are answered, mark them answered and they will be visible to the audience.
6. Email: Voice good questions received in your email to the presenter(s) during the Q&A break.
7. \*9: Click participants and go to the Attendee list. If anyone with a phone number (not a username!) has their hand-raised, it means that they have pressed \*9 to ask a question. At the next Q&A break, hover over their name and select “Allow to Talk” and let them know, “Caller at [their phone number], I’ve unmuted your line. You may ask your question.” Be prepared to mute them (“Disable talking”) again when their question is over. Do not allow them to ask never-ending questions or dominate the Q&A.