Leading Productive Meetings (2018)
with Dave Crenshaw

Phone conference

Share correct call-in number with all participants	
Silence background noises (fans, music, other phones)	
(If conferencing system) Share keyboard commands (mute, raise hand)	
Beginning of call everyone checks in	
Beginning of call: all non-speaking participants mute their line	

Audio-visual in-person conference

Set up projection screen	
Set up and focus projector	
Connect computer to projector	
Test presentation on projector	
(If video) Test video on projector	
Test wireless remote with computer and presentation	
Install fresh batteries in presentation remote	
(If audio) Connect computer to speakers	
(If audio) Test sound and adjust on presentation or video	
(If microphone) Install fresh batteries in microphone and receiver	
(If microphone) Test microphone and adjust sound system	
Adjust room lighting as needed	
Silence background noises (fans, music, other phones)	

Web conference

Provide all participants correct login information	
All participants install web conferencing software (if necessary)	
Get and install highest-quality webcam available	
Test webcam prior to meeting	
Install high-quality microphone and headset	
Test microphone and headset prior to meeting	
Shut down unnecessary computer programs	
At beginning of call: everyone checks in	

Notes