## PREPARATION AND ADMINISTRATION CHECKLIST

## Virtual Classroom Courses

Title			
Code			
Number of sessions			
Length of each session			
PowerPoint slides	☐ Yes	□No	Link:
Participant Guide	☐ Yes	□No	Link:
Facilitator Guide	☐ Yes	□ No	Link:
Pre-session documents to send	☐ Yes	□No	Link:
Intersession documents to send	☐ Yes	□No	Link:
Post-session documents to send	☐ Yes	□No	Link:
Invitation email(s)	☐ Yes	□ No	Link:
Intersession email(s)	☐ Yes	□No	Link:
Post-session email(s)	☐ Yes	□No	Link:
Poll	☐ Yes	□ No	Link:
Poll created and saved	☐ Yes	□No	Link:
Breakout sessions	☐ Yes	□ No	Link:
Breakout Session Instructions			
Configuration	☐ Manual ☐ Automatic		
Number of groups			
No. of participants per group			
Material — Breakout activity	☐ Whiteboard ☐ Slide		Link:





Additional Instructions	
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