DAY of EVENT: FacilitaTor checklist

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| **30-minute checklist** | **✓** |
| Set-up your computer station. Close any programs you do not need. |  |
| Gather all the session-related material (participant list, participant manual, facilitator guide, etc) |  |
| Go to: [www.csps-efpc.webex.com](http://www.csps-efpc.webex.com) |  |
| Find your session and click “Join” (Make sure you are joining the right session!) |  |
| **15-minute Checklist** | **✓** |
| Connect to the session audio. Test audio with session producer. |  |
| Ensure audio alerts are enabled for chat and raised hand. |  |
| Ask the producer any technical or logistical questions you have. |  |
| Share any welcomed additional support with your producer (Time checks, missed questions in chat, etc.) |  |
| Help participants get comfortable with the tools early on by asking them to introduce themselves or sharing their learning objectives for the session via chat. |  |
| Share any additional support you require |  |
| **During your session** | **✓** |
| Communicate any issues or questions with producer via private chat. |  |
| Be attentive to questions or comments submitted in chat or raised hands. |  |
| Use various functionalities to interact regularly with your audience. |  |
| **After your session** | **✓** |
| Debrief any questions or issues with producer. |  |
| Note any unresolved issues or questions and refer to your WebEx production team for answers or to inform. |  |