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Remote Web Meeting Checklist

❏ **Choose a screen-sharing/webinar service**

   GoToMeeting, WebEx, Join.Me, FaceTime, Zoom are all good options for remote web meetings.

❏ **Remind clients to download plugins & have internet access**

   Send an email or call prior to the meeting to let them know they will need to download the plugin for your meeting and have internet access.

❏ **Have a consistent meeting link**

   Something that is easy to copy & paste. (ie: https://www.gotomeet.me/Stefanie)

❏ **Format the phone call**

   Making it easy for the client to click the link and get directly into the meeting. (ie: 888-888-8888;12345)

❏ **Confirm "Phone + Web" with client**

   Call or email the client in advance to confirm both the dial-in and web function of the meeting.

❏ **Charge all devices**

   Laptops, tablets, iPads, phones, should all be charged in advance. Keep a charger with you at all times.

❏ **Disable desktop notifications**

   Remove notifications that will pop-up during your meeting, such as email, calendar invites, internal communication apps, etc.

❏ **Shutdown apps that require bandwidth**

   Anything that may slow down internet speed or webinar should be closed prior to the meeting.

❏ **Ensure you have markup/highlighting tools**

   Using a highlighter or mark-up tool on remote meetings helps to point out what's important on the screen.

❏ **Start the meeting early (10 minutes)**

❏ **Personalized splash page is up on the screen**

   Create a splash page so your clients know you've started the meeting and that they're in the correct place.

❏ **Ensure live apps are working**

❏ **Wait for all to join before screen sharing**