

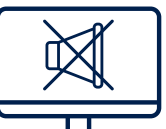


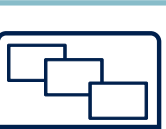




## VIRTUAL EVENT LAST MINUTE CHECKLIST

	MIC TEST	<input type="checkbox"/>
	CAMERA VIEW TEST	<input type="checkbox"/>
	NOTIFICATIONS MUTED ON OTHER DEVICES/PROGRAMS	<input type="checkbox"/>
	PRESENTATION READY FOR SCREENSHARE	<input type="checkbox"/>
	WINDOWS & TASK BARS ARRANGED FOR EASY ACCESS/USE DURING PRESENTATION	<input type="checkbox"/>
	ANY OTHER UNREQUIRED WINDOWS CLOSED	<input type="checkbox"/>
	MOUSE POINTER HIDDEN FOR PRESENTATION ON POWERPOINT	<input type="checkbox"/>
	MIC MUTED & CAMERA OFF UNTIL READY TO START	<input type="checkbox"/>

**REMEMBER:** Listen out for your intro from the AP&C Events Team and then, when you are ready to start, share your screen and turn on your mic and camera. **If you are sharing sound/video**, tick 'share computer sound'/'optimize screen share for video clip' on the screen share options window.

And when you have finished presenting, turn your mic and camera off and remain sharing your last slide until the AP&C Team share the following break slide. **YOU'RE ALL SET!**