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| One hour BEFORE the event |
|  | Verify event links are correct and functioning |  | Stable internet access |
|  | Presentation materials handy |  | Note taking paper and writing utensils |
|  | Wireless mouse w/ good batteries |  | Test camera and microphone |
|  | Laptop plugged in (if applicable) |  | Send out pre-event survey (if applicable) |

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| AFTER the event |
|  | Print off attendees list |  | Send out post-event survey (if applicable) |
|  | Complete AAP-5 form |  | Process recording and distribute as applicable |
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