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| Activity Information | |
| Activity Date: |  |
| Activity Name: |  |
| CME Host: |  |
| Co-Host: |  |
|  | |
| Participants muted upon entry: **Yes  No**  Participants video off upon entry: **Yes  No**  Is meeting being recorded: **Yes  No**  Will MOC be provided: **Yes  No** | |
| Pre – Session Review and Practice | |
| Introducing Guest Presenter |  |
| Practice Sharing Screen |  |
| * + Have presentation already open on your machine   + Only have that window and zoom open   + If video- make sure the file is on your machine OR embed the video |  |
|  | |
| Logistics | |
| Chat Moderator: |  |
| Practice Technology (unmuting all, turning on/off video, etc…) |  |
|  |  |
| Extra Information |  |
| \*Advice for maximizing bandwidth - Turn off devices using Wifi   * + TV   + Wireless printers   + Tablets   + Smart speakers   + Wifi on phone   + Smart appliances   + Gaming systems |  |
| \*Talk about the colors that you are wearing and make sure what you are wearing doesn’t wash out skin tones.  \*If new headset, going to use a different computer/dock or if computer refreshed will need to practice sharing screens/audio (audio drivers need to be updated if refreshed computer)  \*Discuss Lighting, Usage of virtual backgrounds |  |

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| Notes | |
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