

Impact Group Tech Checklist for Hybrid Workshops

Meeting Set up

- ☐ Teams meeting link created and distributed
- ☐ Presenters/logistics people confirmed
- ☐ Meeting permissions configured for presenters vs attendees
- ☐ Lobby settings confirmed
- ☐ Any recording settings confirmed
- ☐ Confirm meeting invitation has aligned for all time zones

Room Technology – each location

- ☐ Room computer logged into Teams
- ☐ Stable internet & back up if needed
- ☐ External camera connected and functioning
- ☐ View settings to see main facilitator, and to switch to other room presenters
- ☐ Microphones connected and recognised by Teams
- ☐ Speaker system connected and tested
- ☐ Room audio / echo test completed
- ☐ Microphone sensitivity tested front and back of room
- ☐ Secondary mic available
- ☐ Spare charging ports/etc for Mics and other non-fixed tech
- ☐ Back-up laptop available
- ☐ HDMI/screen cables and adapters tested
- ☐ Room screen/projectors tested

Audio management

- ☐ Confirm which mics will be active in each room and the process/lead person to switch between (room logistics person)
- ☐ Confirm one mic rule per room (others muted)
- ☐ Test muting/unmuting controls
- ☐ Confirm fallback audio plan (ie. Teams via 1 laptop)

Screen Sharing

- ☐ Test slide deck uploaded
- ☐ Screen share from facilitator
- ☐ Screen share from presenter
- ☐ Back up copy of slides
- ☐ Confirm presenter handover process

Presenter Setup (may be in rehearsal)

- ☐ Presenter audio tested
- ☐ Presenter video tested
- ☐ Presenter screen sharing tested
- ☐ Presenter transition rehearsed

Breakout Rooms

- ☐ Breakout room functionality enabled in meeting
- ☐ Breakout room creation tested
- ☐ Allocation method confirmed (automatic/manual) [manual in advance is recommended for making each office its own 'room' and not grouping with others]
- ☐ Process agreed for room-based groups vs individuals
- ☐ Instructions for participants
- ☐ Return to main room tested

Interaction tools

- ☐ Poll tool tested (slido/teams)
- ☐ Poll launch and results display tested
- ☐ Chat functionality confirmed
- ☐ Reaction buttons tested
- ☐ Ability to see online individuals vs facilitator in rooms tested

Roles and coordination

- ☐ Tech contact for the day identified
- ☐ Room logistics person for each site confirmed
- ☐ Chat monitor confirmed
- ☐ Poll launcher confirmed
- ☐ Screen sharer confirmed

Backup/Contingency

- ☐ Dial-in phone number confirmed
- ☐ Backup devices available
- ☐ Backup slides available offline
- ☐ Contact list for all room logistics people confirmed
- ☐ WhatsApp/Signal etc group created if needed