**Ready, Set, Go!**

**Session preparation for meetings and presentations**

* For both online and in person sessions, make sure that you have added the training to the WA-SEN calendar

**For online sessions...**

**TECHNOLOGY ELEMENTS**

We will be using Zoom to host this virtual event. We have learned that it works best if you follow these steps:

* Use a **hardwired, ethernet connection** if you can (Wi-Fi is too spotty for good webinar interaction).
* Connect using a **Chrome browser** (you’ll need to download Zoom, for it to work best.)
* Check if there may be a **firewall** that might block or disable the webinar connection.
* Use a **headset with a mic** if you have one. At the very least, earbuds or headphones will improve how you sound to others.
* Make sure your **webcam and microphone** work (if you are using a laptop, these are probably built-in.)
* Find a **quiet room** that has **good lighting**, but do not sit with your back to the light source (think of how you would take a good photo - you don't want to be a silhouette.)
* Ensure you have the ​latest version of Zoom​.
* If applicable, create a Zoom meeting link with a set password to join, and for added security, enable the waiting room.
* Note: To improve your Zoom meeting facilitation skills, take advantage of the many free Zoom tutorials on how to host a Zoom meeting.
* If applicable, take the time before the session to prepare any Zoom polls and identify any links you would like to add to the chat. The Statewide Coordinator for WA-SEN can help.
* Please DO NOT share a Zoom link on Facebook or any other social media platform. Zoom bombing occurs when meeting links are made publicly available. Use of the waiting room is another way to keep your session safe from Zoom bombers.
* Please note: no one is permitted to record the live training sessions. If you would like to record a session, check in with your WA-SEN supervisor for prior approval.
* Identify which facilitator will be responsible for bringing people in from the waiting room, monitoring chat, providing links to documents and apps in chat, and assisting the lead facilitator as appropriate.
* Exchange phone numbers with your co-facilitator and have contingency plans to communicate via text if needed.
* Consider using a music playlist for folks waiting for the training to start and when completing evaluations at the end.
* Both presenters should log in early (5-10 minutes prior) to ensure that there are minimal or no technical difficulties.
* Open up the space to participants early if possible, to allow for some socializing.
* Ask them to sign in or save the registration/attendee emails so that you can add them to the WA-SEN mailing list.

**Along with your outreach efforts for an online event consider the following…**

▢ Send email(s) for session registration to school contact at least one week prior to the training, introducing yourself and the co-facilitator as well as providing the Zoom meeting information. See below for a suggested template.

*My name is [YOUR NAME], and I will be leading the upcoming WA-SEN training along with [Name], cc’d here. We are both excited to be facilitating XXX training! I’d like to share out some information about the session so that we can ensure the training goes as smoothly as possible.*

* *Please DO NOT share this link on Facebook or any other social media platform. Zoom bombing occurs when meeting links are made publicly available.*
* *Here’s the zoom link for participants to join:*

*Here’s the password to enter when prompted:*

*We ask that participants;*

*● Ensure that your video works if at all possible - we want to see you!*

*● Use headphones for audio if possible - they provide the best audio clarity.*

An additional email the day of or day before an event is also helpful so that participants can have easy access to the Zoom link. Here is another template for that last-minute reminder...

*I’m looking forward to seeing you virtually on [DATE] at [TIME] and wanted to send one final reminder.*

*Here’s the Zoom link and PW for everyone to join:*

**PRE-EVENT PREPARATION**

**For both online and in-person session…**

* Review the content you want to present. There are several PPTs for different topics included in the resources section/document library available to WA-SEN staff.
* Download module and insert your (and your co-facilitator’s, if there is one) name, pronouns, and pictures on the “Meet the Facilitators” slide. Edit the audience name or other information to personalize the session for your specific audience.
* Meet with your co-facilitator, if you have one, to go over roles. You may want to practice together for an in-person or online session. Consider drafting an annotated script to follow.
* Welcome attendees as they enter the space. Ask them to unmute and introduce themselves or use the chat function. Along with their names, pronouns, and area of study, a nice ice breaker question is fun.
* Stay in communication with your campus host (if this is not your college). Ask them how outreach is going and if you can help.

**For an in-person session…**

* Identify your campus host.
* Ask them to assist with setting up an appropriate meeting space that will allow you to use a PPT if desired.
* Set up parking with your host. Many campuses have complex parking lots.
* Set up a time to meet prior to the event if able.
* If you are meeting on the day of, get there early so that you can meet each other, find the meeting space, set up technology, etc.
* Bring snacks if able. WA-SEN has budget for this and can reimburse reasonable expenses.
* Use a sign in sheet so you can follow up and add participants to the WA-SEN mailing list.
* Welcome every participant as they enter the room. As a welcome, ask them to introduce themselves. Along with their names, pronouns and area of study, a nice Ice breaker question is fun to include.