

CHECKLIST +
BEST PRACTICES



Preparing + Delivering
Your Remote Session

Design Your Session

Prepare and design your remote session to ensure you're meeting and anticipating the needs of all your participants.



Meeting Design Checklist

Audience: Facilitator

Schedule prompts to ask remote participants for input

It is easy to pay more attention to participants who are in person

Plan breakouts by location

e.g., “Everyone in the room in Boston, go on mute and discuss (this) for 5 minutes.”

Encourage the use of video teleconferencing versus dialing in

Ensure there are page numbers for all materials so everyone can easily find their place



Anticipate Potential Issues Checklist

Audience: Facilitator

Attach meeting materials to the calendar invite in preparation of the meeting or send 5-10 minutes **before meeting** so materials are “top-of-inbox”

Print list of participants to use for roll call

Prepare tented cards with each remote person's name, move cards as people speak to track participation and ensure inclusion