

# Checklist for Facilitators

## Before the day

1. **Test** all I.T. equipment on site **prior to the day**

- Computer
- Internet access
- Data projector
- Screen
- Speakers/sound
- Link at <http://jesus.vividas.com>

Practice playing the "Welcome video" using the computer you will use on the day.  
Practice projecting the video onto the screen you will use on the day. This is to ensure the live streaming overcomes any firewalls which may block access to the eConference.

2. **Add details**

- I.T. Hotline phone numbers 0400 124 292; 0400 131 200 & 0400 428 881  
Available from Wednesday September 15<sup>th</sup> from 9am.
- E-mail address for participant questions [jesus@bbi.catholic.edu.au](mailto:jesus@bbi.catholic.edu.au)

3. **Liaise** with catering/hospitality/I.T.

4. **Nominate** someone to

- e-mail participant questions in to the presenters
- register participants who need assistance

5. **Familiarise** yourself with, and print off the

- Program of the day
- small group questions

## On the day

1. **Check** all I.T. equipment as above

2. **Check** the comfort of the e-Conference space

- Seating
- Temperature
- Visuals and sound
- Amenities




3. **Hand out** the program and group discussion questions

4. **Start** on time

5. **Welcome** participants and cover ground rules/program

6. **Stay** on track - only intervene if necessary

7. **Close** the day graciously, encouraging participants to

-  Register online
-  Complete the online evaluation
-  Access further resources available at the website