

# Learning Experience Designs

## ZOOM Event

### Questions for PREPARATION



*We do more  
than tech*

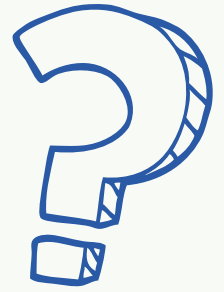
- # of participants & speakers/facilitators
- Is it your ZOOM account or someone else's?
- Is it a ZOOM Meeting or ZOOM Webinar Account?
- How Interactive do you want your learning event?
- Settings Ahead: Registration; Waiting Room, Poll,
- Settings: Breakout Rooms, White Board, Annotate
- Do you want to be able to upload a file in Chat?
- Do you want participants to chat with each other?
- Communication with participants: Link, etc.
- List of participants: Entry, Phone #'s & Breakouts
- Poll questions set up ahead of time.
- Icebreakers, Activities, Videos etc?
- Timeline for event, breakouts, etc.
- Recording your event, on your computer or cloud?
- Other aspects not covered in this list?
- Want to share your slides, or Production Partner?



# Working With Your Producer

## ZOOM Event

### Questions for Prep Items for Communication



Please share your completed PPT slide deck for back-up



Provide provide a details production plan outline



How Interactive do you want your learning event?



Set Up Two Weeks Ahead: Polls (Questions)



Settings: Breakout Rooms, White Board, Annotate



Do you want to be able to upload a file in Chat?



Do you want to use other tools, resources?



Communication with participants: Share Link, etc.



Divisions of participants for breakout (BO) rooms.



How long in BO's, mix up next BO, etc. Details!



Icebreakers, Activities, Videos (Sound!) etc. ?



Timeline for presentation, breakouts, etc.



Going off of ZOOM, or including other multimedia?



Other aspects not covered in this list?



PLEASE Provide details. Thankyou!