WebEx Pre-Meeting Checklist

- ☐ **When is the meeting?**
  - ☐ DATE
  - ☐ TIME (and timezone, if applicable)
- ☐ **What is the objective of this meeting?**
- ☐ **What will be presented in the meeting?**
- ☐ **Is a practice session needed?**
- ☐ **If so, when is the practice session?**
  - ☐ DATE
  - ☐ TIME (and timezone, if applicable)
- ☐ **Who needs to attend this meeting?**
- ☐ **Do you have all of their contact information in case something goes wrong with WebEx?**
- ☐ **Who will host the meeting?**
- ☐ **Who will moderate the meeting?**
- ☐ **Who are the presenters (if applicable)?**
- ☐ **Are there slides or documents to present?**
- ☐ **Where are they located on your computer? Make sure you have them ready before the meeting.**
- ☐ **What applications (if any) will be shared?**
- ☐ **How many people will attend online?**
- ☐ **Do the attendees have the appropriate privileges?**
  You can control this under meeting Options > Attendee Privileges