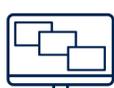


VIRTUAL EVENT LAST MINUTE CHECKLIST

-
- | | | |
|---|--|--------------------------|
|  | MIC TEST | <input type="checkbox"/> |
|  | CAMERA VIEW TEST | <input type="checkbox"/> |
|  | NOTIFICATIONS MUTED ON OTHER DEVICES/PROGRAMMES | <input type="checkbox"/> |
|  | PRESENTATION READY FOR SCREENSHARE | <input type="checkbox"/> |
|  | WINDOWS & TASK BARS ARRANGED FOR EASY ACCESS/USE DURING PRESENTATION | <input type="checkbox"/> |
|  | ANY OTHER UNREQUIRED WINDOWS CLOSED | <input type="checkbox"/> |
|  | MOUSE POINTER HIDDEN FOR PRESENTATION ON POWERPOINT | <input type="checkbox"/> |
|  | MIC MUTED & CAMERA OFF UNTIL READY TO START | <input type="checkbox"/> |
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YOU'RE ALL SET!