

# Checklist

## for Meeting Organizers

### I. BEFORE THE MEETING

- Create a new event** with your account.
- Set up your event name, date & event code** in the Event Settings.
- Personalize the privacy and the design** of Present mode (projected screen view) in Event Settings.
- To have control over displayed questions, **turn on the moderation**.
- Go through the content of the meeting and **set up the polls**.
- Think about the technical setup** to project and administrate Slido. If needed, download and set up Switcher ([slido.com/switcher](https://slido.com/switcher)).
- Ensure a stable internet connection** during the meeting.
- Run a test session** with your colleagues. It's fun :)
- Brief the moderator** of the meeting about Slido.
- Train the person who will manage incoming questions** and activate polls.
- Mention in the meeting invitation** that you will be using Slido and ask participants to bring a smartphone/PC to the meeting.

### II. DURING THE MEETING

- Setup your devices** so you have one computer with Present mode connected to the projector and another device with Admin.
- Introduce Slido** - use a holding slide or have a quick warm up poll.
- Approve the questions** as they come in. **Highlight the question** that is being answered and mark question as answered it to remove it from the screen.
- Launch polls when needed**. Give participants time to respond and comment on the results.

### III. AFTER THE MEETING (OPTIONAL)

- Export unanswered questions**, reply to them and share the answers with your meeting participants.
- Go to Analytics tab to view your event data** and export it for further analysis.