



Center for Teaching &
Learning Excellence

Moderator Checklist

FACULTY DEVELOPMENT DAY

- Attendees should sign in with their SLU Zoom account.
- Explain the session timeline (50-minutes for presentation with Q&A).
- Remind participants to mute their microphone and turn their camera on during the presentation.
- Refer participants to the chat for questions and comments.
- Remind participants that questions will be addressed at the end of the presentation.
- Call the SLU Department of Information Technology (DoIT) at (352) 588-8888 if you have technical issues during Faculty Development Day.
- Ensure the session begins and ends on time.
- Introduce topic and presenters.
- Monitor the chat and facilitate Q&A.
- **Remind attendees to complete the survey at the end of Session #3**
 - **Please copy and paste the link into the chat. The survey is also available on the Faculty Development Day website.**

CTLE Website– faculty.saintleo.edu

CTLE Email– ctle@saintleo.edu



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Presenter Checklist

FACULTY DEVELOPMENT DAY

- All presenters should test audio and video equipment before your presentation
- Prepare your screen for sharing:
 - Open your presentation
 - Close all unnecessary windows and programs
- Clear your background of distractions or use a virtual background
- Check your lighting
- Make sure you are in a quiet setting
- Start your meeting on time
- Adhere to the schedule (50–minutes for presentation with Q&A)
- If co– presenting, you will be moderating for your own presentation. See the moderator checklist for more details.
- Introduce presentation
- Manage Q & A sessions
- **Remind attendees to complete the survey at the end of Session #3**
 - Please copy and paste the link into the chat. The survey is also available on the Faculty Development Day website.

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