

- **Confirm** that the time and date of your workshop works for you (if you haven't already). If not, we need to know that ASAP so we can rework the event schedule.
- How to use the **interpretation feature** on Zoom correctly
- There will be a brief video so that the attendees can learn how to use the interpretation feature correctly
- **Reminders** about translation and interpreter prep needs
- **Test** presentation feature if you have any slides you want to share
- Workshops are scheduled for an hour but the first few minutes is people arriving and please allow the last 15 minutes for people to hang out and chat (even if you have guided chat as part of your workshop)
- **Q&A**
- Reminder to **invite your communities** to your workshop and B!B!E!