

Define Roles

Use the checklist below to define session roles and responsibilities. Check off agreed tasks and use space provided to clarify additional tasks.

Task	Presenter	Producer
Introduce session	☐ Welcome participant	☐ Provide technical instructions
Monitor Chat	☐ Presenter will pause periodically to read and respond verbally	☐ Producer will interrupt presenter and read participant questions.
Organize participants into specific breakout groups	☐ Sounds complicated	☐ Better to do behind the scenes while presenter is talking
Respond to technical questions	☐ Presenter might say, “(Producer) can you help Mary with her audio”	☐ Producer will interact with Mary in Chat or private Chat (or will call directly).
Turn on Enhanced participants rights	☐ Not needed in this session	☐ Confirm Audio and Room settings are set
Transfer handout file	☐ Will be transferred by email	☐ Backup: load into File Share
Identify open mics and mute them	☐ Ignore Except to ask participant to Mute his own mic.	☐ Mute participant mic.
Clear status indicators	☐ Ignore except to respond to results.	☐ Clear after each use.
Respond to administrative questions	☐ If related to assignments	☐ If related to registration or software interface
Provide verbal software instructions to participants	☐ For Polls, Status, and Chat	☐ During intro and for Annotation tools, Breakouts and Application sharing
Display and Hide pods	☐ Drag, resize, Broadcast, discuss, debrief and Hide	☐ Display correct pod in POA. Assist Presenter as needed.
Share Application	☐ Shut down apps, run app to demo. Remember to click Stop Sharing.	☐ Stand by to provide instructions. Confirm when shared screen is visible. Escalate Chat questions to Presenter verbally.

Checklist adapted from [Karen Hyder](#)