

TECH PERSON CHECK LIST - ZOOM LC

1. **Open Zoom** (30 min prior to LC)
 - Check your own audio and video, and resolve any technical issues
2. **Open SpeakMichif.ca** website (or Facilitator will do this)
3. **Waiting Room is Open / Visiting** (15 min prior to LC)
 - Be ready to greet and engage with participants
 - Assist with technical issues, as needed
4. Arrange into **speaking order** - left click and drag 'Thumbnail Videos' into order, select '**Follow Host's Order**' under view menu
 - Elders first (unless they are new), Facilitator always goes last
5. Select **SHARE SCREEN** & check off **SHARE SOUND** box, then click **SHARE**
 - (or Facilitator will do this)
6. **Territorial Acknowledgement** - Display
7. **Opening Prayer** - Display
8. **New Participants** - Everyone introduces themselves
 - Display **UNIT 2 LESSON 1** and participants may attempt speaking Michif
9. **Language Lessons / Cultural Content**
 - Display as indicated by Facilitator
10. **Break** (5 – 7 min)
 - Stop **SHARE** to allow for broader view of other participants
 - **ReSHARE** - indicates break is over
11. **Language Lessons / Cultural Content**
 - Display as indicated by Facilitator
12. **Debrief** (optional)
13. **Closing Prayer** - Display - Elder recites