

Information for a Webex Meeting/Presentation

In order to have a successful Webex session I would suggest doing a test connection prior to the live event. The following checklist is what I recommend gathering for any meeting:

Date	
Subject	
Location	
Start Time	
End Time	
Participant Notes: For example, what time Zone are they in	
Equipment Notes: Which camera and what audio	
Remote Contacts: Organization Name Email Phone	

I would recommend starting the Webex session a half hour ahead and allowing room for it to go over in time by a half hour!