**ONLINE FACILITATION CHECKLIST**

**Before**

* Invite participants **early** **and remind** them of the event. Include a description and an agenda if possible
* If possible, send a **calendar** invitation including the event **description and/or agenda**
* Include the **link for the online space** as early as possible[[1]](#footnote-1)
* **Tip**: remember time zones, check in time, and duration
* Consider whether or not to have a site in addition to an email
* Make sure participants are **prepared for the online space**
* Consider asking participants to complete reading, viewing, or presentation material in advance

**During**

* Consider all of the **elements of the online environment**
* **Set expectations** for the participants
* make your own **facilitation plan**
* Focus on **learner engagement** that makes sense under the conditions
* Tip: Pay attention to **time** – have contingency plans where possible!

**After**

* Send a **follow up message** to participants
* Communicate **next steps**
* Communicate **contact information**
* Share **promised resources** that arose during the session
* Announce any **future events**

**Notes:**

1. If the content of a webinar is sensitive, you can delay sending the actual URL until just before the session starts to make it more secure [↑](#footnote-ref-1)