



Centra Leader Best Practices

Use this checklist as a list of items to do prior to and after your Centra Live (Symposium or Conference) session. These items are designed to help you facilitate a smooth Centra Live session.

Pre-Session

These are items you should do prior to your Centra Live session.

- Practice or do a dry run, if possible, prior to the live session
- Find a comfortable, quiet place for delivery
- Close the door if in an office or enclosed area
- Put some type of note or indicator that you are in a Centra Live session and should not be disturbed
- Have a copy of the course materials for the class/session you are leading
- Do any "pre session" tasks as noted in the Course/Leader notes
- Have a copy of the agenda and/or leader notes for the session you are leading
- Close all applications not being used during the session, i.e., email, instant messaging, etc.
- Start/open the applications, including web sites, you plan to share during the meeting
- Create Survey questions, if needed
- Set up your workspace with water or other beverage, leader notes, clock, pen, etc.
- Forward your phone to voice mail or turn off the ringer
- Log in to the Centra Live session at least 15 minutes before the event is scheduled to begin

- ❑ Run the Audio Wizard to test your audio if using VoIP
- ❑ Connect to the conference as the conference call leader if using a conference call
- ❑ Review attendance list (Enrollment) for the session
- ❑ Put Support Phone Number in Text Chat
- ❑ Import content as needed
- ❑ Wait for participants to enter the session
- ❑ Greet participants by speaking their name
- ❑ Ask participants to respond “Yes” (green check mark) if they can hear your voice
- ❑ Ask each participant to test audio by holding down the CTRL key while speaking into the microphone. If audio is not clear, ask the participant to run the Audio Wizard or manipulate the participant’s audio by right clicking on the name and adjusting the microphone volume.
- ❑ Ask participants to close all open applications
- ❑ Promote co-presenters, as needed
- ❑ Let participants know when you’ll be starting the session, i.e., I’ll begin in two minutes
- ❑ Click the “Begin Session” icon (stop light) or select the first slide from the Agenda to begin the session and click “Yes” to the “Do you want to start the session?” prompt.
- ❑ Ensure the Recording has started if needed

Post-Session

These are items you should do when you have ended the Centra Live session.

- ❑ Click the “Stop Session” icon (stop light) to end the session
- ❑ Let participants know how long you’ll stay after the session ends for questions, etc.
- ❑ Stop the recording if it hasn’t already stopped
- ❑ Publish the recording when prompted

- ❑ Review the Chat log and save file if necessary
- ❑ Review any Evaluation Report data
- ❑ Do any follow up you agreed to during the session
- ❑ Celebrate your accomplishment!