



Project Checklist

Manage Online Meetings

Purpose: The purpose of this project is to practice facilitating an online meeting or leading a webinar.

Overview: Conduct a 20- to 25-minute online meeting with fellow Toastmasters or a 20- to 25-minute webinar with visual aids for fellow Toastmasters. You determine the topic of your meeting or webinar. Research and use an application that best fits your needs and geographic area. Invite your evaluator to participate in the online meeting or webinar. If you complete your assignment with non-Toastmasters, you must receive approval from the Vice President Education and invite your evaluator to attend.

This project includes:

- ▶ The Online Meeting Agenda resource
- ▶ The Online Meeting Basics resource
- ▶ Planning and conducting a 20- to 25-minute online meeting or webinar

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Select a topic for your 20- to 25-minute webinar and determine your audience. With the Vice President Education's approval, you may conduct the online meeting or webinar with non-Toastmasters or with another club.

Create your webinar.

Design visual aids if you intend to use them.

Schedule your webinar or online meeting and invite your Vice President Education and evaluator to attend.

Facilitate your online meeting or webinar.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.