**Tips & Guidelines for Gross Global Happiness Presenters**

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| **1 Day Before Session** |
| * Be sure your headset microphone is working/audio equipment is fully charged. You can test your audio by opening the Zoom app, going to your profile in the top right corner, clicking Settings, and pressing Audio.
* Practice Zoom breakout rooms with a friend or colleague if you have not used them in the past
* Review your content; ensure slides, polls, activities, and instructions are optimized for Zoom delivery.
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| **15 Minutes Prior to Official Session Start** |
| * Log into Zoom; close ALL other applications.
* UPEACE will start as host and will transfer co-host privileges to you; the UPEACE monitor will be responsible for admitting people from the waiting room
* Organize how your slides and other content will be displayed on your monitors.
* Create polls; copy/paste from document to minimize spelling/grammar errors.
* Prepare personal environment (restroom, water, background free of distractions in webcam view, appropriate lighting).
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| **At Official Session Start Time** (if most/all participants have joined) |
| * Start session with warm welcome and smile.
* Invite participants to turn on webcams and interact.
* UPEACE host will introduce you.
* Relax and enjoy the webinar!
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