



**Jewish Secular Community
of Cleveland**

Checklist for JSC Speakers

1. If you are not comfortable with Zoom, we can assist you prior to your presentation. Please arrange this ahead of time by emailing Spike Radway at jscnews@jewishsecularcommunity.org.
2. Provide us with your cell phone number so that we can communicate with you via text before or during the presentation if there are technical issues.
3. Share your Zoom name with us so we will know you have arrived in the waiting room.
4. Restart your computer before you click on the Zoom link – this will help clear up any issues you may have had with your computer.
5. We will send you a copy of the JSC email Shabbat announcement which has the Zoom link, as well as a copy of the agenda for the evening.
6. Click on the Zoom link 15 or 20 minutes before the meeting starts.
7. Send us your bio at least a month before our program so that we can include it in our newsletter.
8. Send a copy of your slide show and/or website URLs to Spike as a back up in case you have any technical difficulties.
9. Your talk should be about 45 minutes, and then we will have 15 minutes for Q&A. Questions will be sent from the chat box.
10. Provide us with your Facebook page (if applicable), so we can tag and share you in our event posts.

Thank you — We look forward to hosting you as a speaker!