

RoboMed Coach Pre-Event Checklist

Coach is required to **PRINT THIS CHECKLIST** and check off each item before logging in to the Platform on event day. During Online Event Check-in, be prepared to show this sheet to Site Host.

Prior to Event: (check each item with a heavy mark so it is visible on camera):

- Upload Presentation Video link to Team Registration Page
- Send Code document to Site Host through Google Forms
- Register for Online Platform (i.e. Zoom) with the Registration Link send by Site Host
- Prepare Platform device (Laptop, Tablet or Phone)
 - stable internet connection
 - battery fully charged
 - camera accessible
 - Set up for initial presentation and can be moved to watch presentation and demonstration
 - microphone/speakers (test volume, mute/unmute)
- Print Team Sign (File Operations on Coach Home Page) and have it ready to show
- Confirm Consent Form (online or hard copy) completed for each participant
- Attend the Pre-Meeting if scheduled

Event Day - Prior to Zoom Webinar Check-in:

- Inspect project for any illegal Materials: Any material that is safe for humans can be used
- Confirm that project meets space requirements (max 64 sq ft including table)
- Assemble Team to prepare for Event Check-in

I _____ verify that I have completed each item on this checklist