



We power independent schools.™

2020 MISBO Workshop for New Business Officers

Tuesday, June 16	3:00 Start	Wine and Wisdom 4:50 - 5:30 PM
Wednesday, June 17	3:00 Start	Wine and Wisdom 5:00 - 5:30 PM
Thursday, June 18	3:00 Start	Wine and Wisdom 5:00 - 5:30 PM
Friday, June 19	3:00 Start	Wrap Up 4:30 PM

- **Schedule**

- Plan to join each day 10 minutes prior to start
- Please attend all sessions, especially Wine and Wisdom
- A copy of your presentation to me by June 12th, along with planned activity – let me know what assistance you will need (if any) with your activity
- Follow presentation outline as discussed – (3) sections covered for 10 minutes each; each section should be 7 minutes of content/3 minutes of activity.
- Do an audio/video check upon joining
- Remain on but muted during other sessions, join in if asked/appropriate
- Scheduled 10 minute breaks are included; please remain on the call but muted and video paused as needed
 - Return when ready, engage attendees if possible
- Wine and Wisdom will be an open Q&A session, recap, discussion, get to know the attendees and knowledge level, etc.

- **Using Zoom**

- Log in daily to: <https://us02web.zoom.us/j/85931862167>
- Use hardwired connection if possible, rather than Wi-Fi
- Determine now if you will use mic and speakers or headset
- Plan to join ahead of time (10 minutes)
- You will share your screen and control your own slides
- Check camera angle/lighting to ensure you can be seen comfortably
- Present as if doing so live – Business Casual dress
- Determine now from where you will present; do an audio check/video background check – I will be happy to work with you on this if needed
- Let me know if you are including videos and or polls in your presentation (we can schedule a separate practice session so all goes smoothly)
- Remove distractions for yourself and attendees if possible
 - Close all other tabs
 - Silence reminders/pop ups
 - Silence cell phone
- MISBO will monitor chat/Q&A where attendees can place additional questions for Wine & Wisdom timeframe