Zoom Testing Checklist – Panel

Item	Task	Check
1	Start the meeting	☐
2	Set Chat to "with Host only"	☐
3	**Manually** create Members Breakout Room	☐
4	Under "Options" for the breakout rooms set the following: • Enable: Move all participants to breakout rooms automatically • Enable: Allow participants to return to main session at any time • Disable: Breakout rooms will close automatically after 30 minutes • Enable: Countdown after closing breakout room o Set countdown timer to 30 seconds	☐
5	Move panel members from "Waiting Room" to main session and unmute them.	☐
6	Show them how to switch between "Speaker" and "Gallery" view.	☐
7	Show them how to mute and unmute themselves	☐
8	Ask them to send you a message via Chat. Let them know that during the hearing they can only sent chat messages to you, no one else.	☐
9	Mute a participant and stop their video. Show the others how to "Hide non video participant"	☐
10	Explain that you have set up a virtual members' conference room for them and that:	☐
	While in there, no one in the main session will see or hear them.	☐
	While in there, the only way to communicate with you is for them to use the "Ask for help" feature. They cannot chat with you while they are in the breakout room.	☐
	You will send a Broadcast to all the breakout rooms. This could be a notice to return to the main session or that the parties have asked for more time, etc. It will look like a small blue banner with white text at the top of their Zoom window.	☐
	They may leave the Breakout room by clicking on the "Leave Breakout Room" on the bottom right of their screen.	☐
	When leaving the breakout room, they must select "Return to main session" **not** "Exit meeting"	☐
11	Let them know that you will assign them to the breakout room and that when you do, there will be a pop-up on their screen advising that they are being moved to the breakout room.	☐
12	Ask them to try the "Ask for help feature" once they are in the breakout room. Let them know that you will send a broadcast so that they can see what it looks like before joining them in the breakout room.	☐
13	Assign the members to the breakout room, then open the breakout room.	☐
14	Wait a few moments for them to try the "Ask for help" feature, then send a broadcast: **This is what a broadcast will look like.**	☐
15	Join the panel in the Breakout Room. Ensure that they are comfortable with asking for help and know what a broadcast will look like.	☐
16	Let them know that they should not go back to the main session without the FMC saying it is okay to do so, much like if it were an in-person hearing they wouldn't go to the hearing room without the FMC.	☐
17	Show them how to "Leave the room".	☐
18	Close the breakout room. Tell them that the room is closed and when you reopen it they will again see the pop-up.	☐
19	Open the NOA PDF. Share your screen with the panel. Highlight a paragraph, scroll to next page, etc. Use "Annotate" feature to spotlight something.	☐

Item	Task	Check
20	Ask them if they are confident with all features of Zoom. Ask them if they would like you to repeat any aspect of the demonstration or if they have any questions that you have not covered.	☐
21	Remind the panel that if they accidentally exit or leave session that they can go back into the link in the original invite. If they are having difficulties with this, they may rejoin the hearing by using one of the call-in number provided.	☐