

Contingency Planning



Helpful Tips

In case the technology fails, have a draft email ready to send containing the presentation materials and/or video, if you have not sent in advance. You can conduct a telecall with no technology and reference your email.

Set up a true virtual meeting. Most of the tools come standard with the ability to use Web Cameras. Propose this to your audience to keep them engaged. Ensure you communicate in your preparation email that you will be using WebCam during the meeting.

Incorporating videos is a great idea. To avoid AV challenges, send the video link to the customer ahead of the meeting to ensure if you have any issues they can view the video directly from your email.