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Basic Checklist for On-Campus Courses, Meetings, Conferences, and Events:

- Dates, Times, Locations
- MIT Cost Object (if paying with one)
- Will there be an overflow location?
- What is needed for microphones (hand held/lavalier)?
- What is needed for video (projection/LCD monitor)?
- Do you want an audio recording?
- Do you want a video recording?
- Is video conferencing needed?

Basic Checklist for Remote Zoom Courses, Meetings, Conferences, and Events:

- Dates, Times
 - MIT Cost Object (if paying with one)
 - How much online security do you need?
 - How many attendees/participants?
 - Will it be participation based or will attendees only view and listen?
 - Are Breakout Rooms needed?
 - Do you want a video recording?
 - Do you want to use polling?
 - Do you want to use Q&A?
 - Do you anticipate needing the use of Closed Captioning or ASL?
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