

Technical inspection protocol – form and list for verification

General information

Webinar/meeting name: _____

Date and time: _____

Platform : Zoom Teams BigBlueButton Google Meet Jitsi Meet Other:

Moderator: _____

Lecturer(s): _____

Technical support: _____

Internet connection

- Checked internet speed (upload/download)
- Stable connection (recommended: wired instead of Wi-Fi)
- Backup connection option (hotspot, alternative network)

Equipment

- Camera turned on and properly positioned (good lighting)
- Microphone tested, no noise
- Speakers/headphones work properly
- Backup device available (laptop, mobile phone)

Platform and functionalities

- Platform login verified (correct link, password)
- Screen sharing tested
- Presentation loaded/correct
- Recording functionally (if used)
- Chat works, polls and breakout rooms tested
- Security settings checked (waiting room, mute options)

Lecturers and moderator

- Successfully connecting all lecturers

- Moderator practiced opening and closing the session
- Agreed rules for questions and communication

Backup plan

- Alternative link prepared
- Connection phone number available (if supported)
- Technical support has contact information for all lecturers

Signature of the responsible person (technical verification carried out)

Name and last name : _____

Date and time: _____