

# DIGITISING RIGHT NOW

**1** *Familiarise*

Have a play with tools before you need to use them. See what functions are available and consider how they might help you achieve your intended outcome.




**2** *Ask for support*

If possible, avoid trying to speak and control the technology all by yourself. Ask others to assist, for example, by monitoring a chat and alerting you to anything you need to be aware of.



**3** *Set up prior*

Give yourself time prior to your event to get the technology working so you are relaxed and ready to start on time.



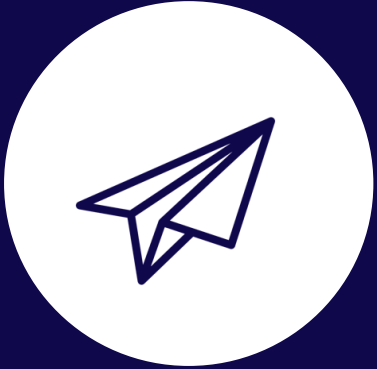
**4** *Keep it simple*

Just because technology can, doesn't mean we should. Focus on your purpose and use technology to enable it. Avoid letting the technology inform your approach.



**5** *Prepare others*

If your audience could benefit from having any material in advance, send it through and provide instructions on what you would like them to do. Allow sufficient time for them to do this (plus a bit of fat because they will have other things to do).



**6** *Think accessibility*

Think intentionally about who you are communicating with and any potential barriers they may experience. Overcome any obstacles in advance so everyone has equal opportunity to contribute.

