

# Pre-Qualification Checklist

Aim High BNI ... Show Up Ready for Your 15-Minute Qualification Session

---

Run through this BEFORE you book your qualification session. Then again the day-of. The qualification is not a training... it's a demonstration. Your job is to arrive ready.

---

## WHAT TO BRING TO OUR 15-MINUTE ZOOM

---

- The actual computer** you'll use during your real presentation
  - The actual monitor setup** you'll use (4K? Dual screens? Single laptop? Test it as you'll use it)
  - The actual presentation content** ... your slides, your website, your demo, whatever you plan to show
  - The same Zoom configuration** ... same webcam, same mic, same virtual background (if any)
  - A solid internet connection.** Hardwired if you have it. WiFi if not. NOT public WiFi or hotel WiFi.
- 

## 24 HOURS BEFORE YOUR QUALIFICATION SESSION

---

### Test on your own first

- Open Zoom. Join a test meeting (zoom.us/test) or start a meeting with yourself.
- Practice the start-share sequence at least 5 times. Aim for under 20 seconds.
- Practice the stop-share sequence ... should be one click.
- If using OBS: pre-build your scenes. Test switching between them. Test Virtual Camera into Zoom.

### Audit your machine

- Restart your computer (clears stuck memory)
- Close every program you don't need
- Close every browser tab you don't need
- Update Zoom to the latest version
- If using OBS: update OBS to the latest version
- Make sure you have at least 4GB of free RAM available

### Audit your environment

- Plug in your charger (battery saver throttles CPU)

- Quiet room. Good lighting. Camera positioned at eye level.
  - Notifications disabled (Focus mode / Do Not Disturb)
  - Phone on silent, face-down
- 

## 30 MINUTES BEFORE YOUR QUALIFICATION SESSION

---

- Restart your computer (fresh memory state)
  - Open only what you need: Zoom, your browser with the share-target window, your slides
  - If using OBS: open OBS, load your scene collection, start Virtual Camera
  - Confirm your share-target window is ready and visible (but not yet shared)
  - Test your audio: mic levels, computer sound, no echo
  - Glass of water nearby. You'll talk for 15 minutes.
- 

## WHAT TIG WILL ASK YOU TO DO

---

I'll simulate the chapter meeting experience. Be ready for these four moments:

### Moment 1: Start your share

- I'll say "**It's your turn to present.**"
- You have **15-30 seconds** to start sharing.
- Window only. Not entire screen.
- Share audio if your content has audio.

### Moment 2: Talk through your content

- I'll watch for stutters, lag, fan noise, video freezing.
- I'll watch your face for "is this machine struggling" tells.
- We'll talk for about 3-5 minutes.

### Moment 3: Stop your share

- I'll say "**Your presentation is done.**"
- You stop the share **immediately**. Not "after one more sentence." Immediately.

### Moment 4: Etiquette quick-check

- I'll ask you to walk me through the two etiquette rules in your own words.
  - You should know them cold. (Begin during YOUR intro. Stop the **INSTANT** your presentation ends.)
-

## WHAT GETS YOU QUALIFIED ON THE FIRST TRY

---

Start the share within 30 seconds of "it's your turn"  Share the right window, not the entire screen, no inbox visible  No stutters, lag, or overheating during your 3-5 minute talk  Audio works (if applicable)  Stop the share immediately when I say "done"  You know the two etiquette rules cold

---

## WHAT TRIGGERS A RE-TEST

---

Slow start (over 30 seconds)  Sharing the wrong window or your entire screen by accident  Visible notifications during your share  Significant lag or stuttering ... we need to find a fix  Audio doesn't work (if applicable)  You linger on the share after I say "done"  You can't articulate the etiquette rules

Re-tests are 15 minutes. We talk about what to fix, you fix it, we re-test. No drama. No shame. Better here than on stage.

---

## YOUR PRE-FLIGHT CHECKLIST (Day-Of Final Pass)

---

The 5-minute pre-presentation ritual ... use this for the qualification AND for your actual presentation.

- Charger plugged in
  - Notifications disabled
  - Unneeded apps closed
  - Unneeded browser tabs closed
  - Share-target window open and pre-loaded
  - Mic and camera tested
  - Water nearby
  - Phone face-down on silent
  - Three deep breaths
  - Smile. You've got this.
- 

The chapter is rooting for you. So am I. See you in our 15 minutes.

... TIG [chaplaintig.com/aimhigh-screen-share-approval](http://chaplaintig.com/aimhigh-screen-share-approval) [tig@quietlyworking.org](mailto:tig@quietlyworking.org)