## Handout: Technology Assessment

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| Question | Answer Y/N |
| Am I proficient in the technology? |  |
| Am I able to acquire someone who is proficient and can assist me with the technology? |  |
| Is here be people connecting to my meeting from remote locations? |  |
| Is there a large number of graphics that will be presented? |  |
| Are the participants capable of using the technology? |  |
| Does the meeting room support technology? |  |
| Do you have IT support available? |  |
| Do you have the budget to support the technology? |  |

Assessment

If you answer “no” to any of these questions:

* Determine the risk of going ahead with the technology.
* If it is too risky, avoid using the technology, unless you must like in the case of remote conferencing.
* Get the training you need well in advance
* Get someone to be there as a technical helper if technology is unavoidable.