Remote Deposition – Logistics Checklist for Day of Deposition

- □ Remind household of deposition:
  - □ No sounds or interruptions
  - □ Limit use of internet
- □ Place sign on door of deposition room
- □ Exit all applications on computer
- □ Plug your computer in so as not to rely on battery life
- □ Do not use Bluetooth headsets as the battery may run out
- □ Stage your surroundings or consider a virtual background
- □ Adjust lighting in room
- □ Place water within reach
- □ Plan for computer audio issues:
  - □ Write down the call-in number and passcode
  - □ Have your cell phone and wired headset nearby
- □ Consider a personal hotspot as a backup in case of internet issues
- □ Connect computer to modem via ethernet cable, if possible
- □ If using a wireless router, sit as close to it as possible
- □ Configure the technology platform:
  - □ Speaker
  - □ Camera
  - □ Microphone
  - □ Multiple screens
  - □ Identify yourself by full name
- □ Position camera at eye level
- □ Test audio and video
- □ Enter meeting 15 minutes before start time