

Webinar Practice Session Agenda

During the dry run, we will review:

- Basic screen components and functionality: Audio, Questions, Chat, Audience panels
- Best-practice recording guidelines (see below)
- Moderator role (introduce webinar, speakers, Q&A, etc.)
- Handling questions as they come in during the webinar
- Using a web cam for introductions
- Polling questions (Live Event ONLY)
- Reviewing the general flow of PPT

Webinar Recording Guidelines

To ensure a smooth webinar, please follow these steps:

- **Calling in:** Presenters are recommended to use a voice phone (dial-in) in a noise-free environment.
 - Put a “RECORDING” sign on door
 - Do not call in on cell phone or VOIP line
 - Do not use a speakerphone
 - Mute cell phones and computer volume
- **Using a webcam?**
 - Test and check your background
 - Don't use if people/pets will be walking around or jumping on desks
 - Not recommended if not everyone will be using video
- **PPT Simplicity**
 - Minimize animations and builds
 - Remove any dates in slides and footers unless it's critical data
- **Energy—Discuss** content, don't read; leverage 2nd speaker for conversational tone
- **Q&A (Live Event ONLY)**
 - Be familiar with answers to 5 seeded questions used to kick off Q&A session
 - Show contact info on Q&A slide
- **Arrive Early (Live Event ONLY)**
 - Be online and ready 30 minutes prior to live webinar
 - Join by clicking the link in your Webex panelist live event—this should be on your Outlook calendar.