Preparing for Your Webinar - Important Things to Keep in Mind

Please review the notes below to help you prepare for your presentation.

1. Images included in your presentation and/or handouts that are not original must have copyright permission. If copyright permission is not obtained, images cannot be used in your presentation and/or handouts.
2. Plan to be on testing your computer on the day of the webinar about **2 hours prior to the start of the event** to make sure there is time to work out any technical issues. Even if there were no issues during the rehearsal, testing on the day of the webinar is still highly recommended. If you have any technical issues, first call Erika Moy, 847-480-9080 x 290. She will alert the moderator. **Then call Readytalk support: 303.482-9012. An account manager will be ready to assist you.** We want to avoid discussing technical issues while participants are on the line.
3. Plan to be ready to begin the webinar 30 minutes prior by logging in to the webinar platform. The Moderator will note you have logged in and promote you to a Presenter. Call in ONLY after you have been successfully promoted to Moderator and you can see the controls.
4. Make sure you provide Erika Moy with the number of the phone you will be using on the day of the webinar. This line will be unmuted to enable you to be heard by the audience.
5. You should be speaking into your phone or speaker phone, keeping your voice projection at a level as if you are projecting to a room of people.
6. Remember that we are recording the webinar from the moment it begins.
7. Keep your slides handy as a printout in case you have computer connection issues. Staff would be able to advance your slides if necessary.
8. Our housekeeping slides, polls and intro usually take between 5-7 minutes.
9. Your presentation should run no more than 70 minutes. Please rehearse your timing to make sure that you will have enough time to finish.
10. We typically like to have 20 minutes of Q & A.
11. When responding to questions, please keep your answers brief so that we can address as many questions as possible.
12. When it is time to end the webinar, the moderator will thank everyone for their participation and close the phone line at which point recording will be stopped.