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| Introduction | **INSTRUCTIONS: PRIOR TO USING THIS TEMPLATE, REMOVE OR REPLACE ALL OF THE TEXT IN YELLOW HIGHLIGHTS, REMOVE THE YELLOW HIGHLIGHTS, AND MAKE ADDITIONAL CHANGES AS NEEDED FOR YOUR PROGRAM.**  This guide is intended to help presenters prepare for and present webinars hosted by (name of SMP/SHIP/MIPPA agency). |

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| Webinar Host Contact Information | The host/facilitator is (name, email address, phone number). |

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| Questions to Consider | 1. Do we have permission to record and post the webinar? 2. Do we have permission to record the presentation only, or also the Q&A? 3. Which documents will be shared during the webinar: PPT, handouts, etc.? 4. Do we have your permission to post/share these documents, (e.g. on our website / to our email list), and if so, in what format: PPT file or PDF file? 5. Have all documents been cleared for copyright and licensing considerations? 6. What kind of technology will be needed during the webinar? *Examples: sharing desktop to demonstrate a website, playing audio or video clips, asking review questions, using video cameras, etc.* |

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| Preparing for the Webinar | * Work with (webinar coordinator/hosting agency) to schedule the webinar name, agenda, and date and time. Please plan to join the webinar at least 15-20 minutes early. * Work with (webinar coordinator/hosting agency) to schedule a practice walkthrough, described below. A walkthrough is typically held 1 day to 1 week prior to the webinar. * Prior to the walkthrough, provide (webinar coordinator/hosting agency) with any PowerPoint (PPT) presentation(s), handout(s), and/or other files. * When developing PPTs, consider the “5 by 5” rule: maximum of 5 bullets per slide, 5 words per bullet. ***Tip: Add interaction to make your presentation more engaging.*** *(Update to explain interaction options for your software program, e.g.: allows for yes/no questions, polling questions, and typed responses to open-ended questions.)* * Provide a brief, 3 – 5 sentence biography so that the host can introduce each presenter at the beginning of the webinar. * Attend the walkthrough, described below. * Attend the webinar, as described on page 2. |

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| The Walkthrough | * Review the questions listed above and finalize materials as needed. * Practice the technology that will be used for the webinar using the same phone and computer setup that will be used during the actual webinar. For example, the presenter typically advances his/her own PPT slides. * Review and confirm the Q&A session procedures outlined on page 2. |

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| Joining the Webinar | * Please join the webinar 15-20 minutes early. * Connect to the web session using a high-speed network connection.   + - (Use the panelist link provided by the meeting host, in your Outlook calendar or by email.     - Follow the prompts that appear on your screen to join the web conference first, then the audio conference.     - If you encounter technical issues when joining, dial in directly to the audio conference using the information provided in the email or meeting request, OR call for assistance at: ###-###-####.) |

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| Audio Tips | * When dialing in to the conference call, use a land line, not a cell phone.   + - Turn cell phones off to avoid ringing or buzzing noises during the call. * Dial in from a quiet area with little or no background noise. * If using a conference phone, be aware that all noises in the room carry over the phone line.   + - Avoid rustling papers, side conversations and movement in the room.     - Avoid moving the phone during the call. If more than one presenter is in the room, position the phone properly before the call starts. * Mute your line when you are not talking, or if you must cough or sneeze. |

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| Presentation Tips | * When speaking, speak slowly. Avoid “um” and other filler words. Also avoid silence (if waiting for a shared website to load, or during Q&A). * Use the arrows to advance the PowerPoint or go directly to a specific slide. |

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| Desktop Sharing Tips | * Avoid desktop clutter and inappropriate background pictures and email pop-up messages. ***Tip: Close out of your email program prior to sharing.*** * Explain each click before making it, so participants can follow along. * When demonstrating a website or computer system, provide a brief overview of each page before explaining details in any one area. * Avoid any unnecessary mouse movements. | |
| Q&A Session Procedures | * (Questions are typically held until the end of the webinar, to ensure that all material is presented in the timeframe allowed. * All participants’ lines are muted until the Q&A session. During Q&A, participants use the “raise hand” feature to ask a question; then the host un-mutes their individual line. * Participants are encouraged to ask questions over the phone instead of using the chat feature.) |

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| Post-Conference | * Immediately following the webinar, the host may hold a post-conference with presenters to discuss the webinar and wrap up final details. * If you have a few extra minutes to stay on the line, watch the attendee list and wait until all participants have left the conference before beginning the post-conference conversation. |