Pre-Webinar Checklist for Presenters

Computer
- Plugged into power and using a hardwired network connection (no wifi)
- Shut down VPN, **email**, instant messaging, and any programs NOT being used
- Do not use Google Chrome. Instead use Internet Explorer, Firefox, etc.

Phone
- Turn off all cell phones and mobile devices, and mute your computer sound
- If you have 2 phone lines, make sure that the second line will not be ringing
- If possible, do not use a speakerphone or cell phone to deliver your presentation

You
- Have a printout of all your presentation slides in front of you
- Have a glass of liquid handy
- Be online 30 minutes prior to the start of the webinar

Best Practices for Webinars

Group rehearsal

Please use the same phone, computer, and internet that you will the day of the live presentation. The host will demonstrate how the web conferencing console works and how you can interact with the audience. We will also check the flow of the presentations and will work out in advance whether speakers introduce each other or hand it back to the moderator. If possible, use the rehearsal as the final content deadline and take the time to test all content to ensure that it looks and operates as anticipated.

Set up your environment

Eliminate items that could distract the audience from your informational content and message. Find a quiet room with a door. Presenting from a cubicle or open-space environment offers too many opportunities for noise and distraction. If you will be using a webcam, make sure that the background is free of visual distractions such as windows to public areas or other workers.

Maximize audio quality

If possible, do not use a speakerphone or cell phone. Speakerphones pick up extraneous noises such as rustling papers and squeaking chairs. Cell phones are prone to audio dropouts, fuzzy sound, and loss of battery power. A good quality headset is worth the investment if you do several presentations. Otherwise, use your telephone handset—a device specifically designed to deliver the human voice clearly over the limited bandwidth of a phone line.