asis&t **GUIDELINES FOR WEBINAR PRESENTERS AND PROPOSERS**

PREPARATION:

1. In order to properly promote the webinar, the webinar request form needs to be submitted to webinars@asist.org at least 30 days prior to the event. The form needs to be complete and include all the requested information on the webinar, as well as a detailed **description of the webinar and photographs and a brief biographical sketch** for each presenter.

2. If the webinar is sponsored by a SIG or chapter, the chair should be the contact for webinar and should submit it so staff know that it has been approved by the sponsor.

3. **Webinar organizer and staff members (panelists, presenters, and co-organizers) will need to run the GoToWebinar desktop app from a compatible Windows or Mac computer to host sessions (Linux systems is not compatible).** This allows you full access to our collaboration tools including drawing tools, questions & answers, polls, and more. Check below for a list of our system requirements or run your system's compatibility automatically.

4. **Final slides** need to be submitted to ASIST staff at least 24 hours prior to the dry run. Staff will send the presenter(s) the ASIST opening and closing slides and a session description slide which need to be inserted as the first, second and last slides in the PowerPoint presentation. Be certain to let staff know the presentation order and the number of slides for each presenter (if more than one) so staff can insert a transition slide at the appropriate point for each presenter.

5. We recommend limiting the number of slides to 15 if possible.

6. Plan for the oral presentation to be approximately 35-40 minutes allowing 15 minutes for questions and answers at the end of the webinar.

7. Please return your final slide deck to ASIS&T staff the day prior to the webinar and they will load the slides into the webinar site so attendees can download prior to the webinar. After the webinar, they will also be posted to the ASIS&T website along with the audio recording of the webinar.

8. If **polling** will be required, staff need to know a few days prior so they can set this up.

9. One day before Dry Run you will receive an email with a link to join the webinar as a presenter. **You must use this link so you can control your audio and slides.** Do not register for the webinar as attendee. You will also receive guidelines to assist you with the dry run and webinar.

> **SAMPLE EMAIL PRESENTERS WILL RECEIVE:**
> Dear Cathy Nash,
> ASIST Webinars (webinars@asist.org) has invited you to be a panelist for the following webinar:
> "DRY RUN ABC Webinar"
> <mark>Add to Calendar</mark>
> **1. Click the link to join the webinar at the specified time and date:**
> DATE AND TIME WILL BE HERE
>
> <mark>Join Webinar</mark>
>
> Note: This link should not be shared with others; it is unique to you.
> Before joining, be sure to check system requirements to avoid any connection issues.
> **2. Choose one of the following audio options:**
> TO USE YOUR COMPUTER'S AUDIO:
> When the webinar begins, you will be connected to audio using your computer's microphone and
>   speakers (VoIP). A headset is recommended.
> --OR--
> TO USE YOUR TELEPHONE:
> If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in
>   using the numbers below.
> United States: +1 (XXX) XXX-XXXX
> Access Code: XXX-XXX-XXX
> Audio PIN: Shown after joining the webinar

10. Please be prepared to use either a headset or connect via telephone to ensure the best audio quality for the dry run and webinar. Speakerphones and mobile phones create echo and static.
11. It is recommended that presenters use a video camera for their presentation and check their light source.
12. If multiple presenters plan to be in the same room during the dry run or presentation, it's important that they share the computer. If more than presenter is signed on, audio will echo.
13. Ensure you will be using hard-wired, high-speed internet. Wi-fi can drop during presentation.

DRY RUN DAY:

1. As a presenter, you must use the link you receive in the email to presenters about joining the dry run, and please join the dry run webinar at least five minutes prior to the start time.
2. ASIST staff will conduct the dry run and will:
   • Confirm the order of the presentations and slide # used for each presenter.
   • Confirm how you want to be introduced
   • Confirm the sponsor so they are acknowledged during the webinar opening remarks
   • Confirm each presenter knows their individual dial-in and pin code
   • Confirm whether you are using a headset or telephone dial in for audio.
   • Run the audio test to ensure you can hear the other presenters and that they can hear you.
   • Instruct you on how to mute their audio line when they are not actively presenting or speaking.
   • Practice sharing your screen and switching presenters.
   • Staff will moderate the question and answer period and will demonstrate how to view the questions in the chat box. Each presenter should allow questions after their presentation so questions can be directed to the appropriate presenter.
   • If a webcam will be used during the webinar, we will test the webcam function and the lighting.
   • How to share your screen and change presenters.

Audio Tips:
- Best: Landline Phone Connection or USB headset connected to your computer.
- Best: Headphones and USB microphone connected to your computer.
- Satisfactory: Analog headset/ analog headphone analog mic

WEBINAR LIVE DAY CHECK LIST:

1. As a presenter, you must use the link you receive in the email to presenters about joining the webinar, please and join the webinar 15 minutes prior to the start time so everything can be tested and adjusted as needed. Never use the attendee link or you won't be able to control your audio and screen sharing.
2. Do not mute your own mic.
3. Remember not to type during broadcast as that will be picked up on the recording.
4. Turn off ringer on any land lines or cell phones in the room.
5. Close unused applications and programs on your computer.
6. Run the audio test to ensure you can hear the other presenters and that they can hear you.
7. Staff will work with you to test the slide deck and changing presenters and sharing screens.
8. 3 minutes prior to the webinar, the first speaker should be ready with their slide deck with the opening slide up on their screen.
9. Staff will start the webinar and will either introduce the presenter(s) or have the moderator do so. Staff will provide opening remarks and turn the session over to the first presenter or moderator (if there is a formal moderator).
10. Watch for questions in the chat box and be prepared to answer them after each presentation.
11. When the last presenter is finished, put up the closing slide and leave it up during the question and answer period. Once all questions have been answered, staff will close the webinar by thanking the presenters and sponsor and reminding the attendees when the recording will be available.

Thank you for your help in ensuring the success of your webinar. We appreciate the time you've invested.