

Instructions for Zoom Webinar Panelists

First, thank you for participating in this Culverhouse College of Business webinar! We have developed a set of best practices to help our webinars go smoothly. Please take some time to review the following.

Some Basic Tips:

- Before you connect to the Zoom webinar, have your PowerPoint presentation open on your desktop, NOT in presenter mode.
- Please use slide transitions, fly-in text, and animations judiciously.
- Close all other windows/apps, especially mail programs.
- Remember to turn off (or at least silence) your cell phone.
- Use the link that was sent to you in the meeting invitation – this is a link just for you as a presenter.

30 Minutes before the Webinar Begins:

- We have enabled a practice session 30 minutes before the webinar begins. Only the host, co-host(s), and presenters can enter the webinar in practice mode. This allows us to iron out any technological wrinkles that remain.
- After leaving practice session mode, your audio will be muted and remain muted until time for you to begin your presentation. While muted, you can communicate with the host and any other panelists via the Chat window. Be sure send these "backstage" chat messages to "All panelists" so they are not visible to attendees.

During the Webinar:

- The host will start the webinar and give a short introduction to the purposed of the webinar. Then the host will introduce you and mute himself and turn off his video, so that you are the speaker.
- To bring up your presentation, click on the Share icon, either in the main window or in the control panel.
- If asked, choose "basic" screen sharing.
- Select the PowerPoint presentation you wish to display (NOT the "screen" option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.

- Click on “more” and choose ‘Chat” (you can also use Ctrl+H). The chat window will show up to the right of your presentation.
- If you want to see the participants, click on that icon, it will also open to the right. This allows you to see participants and know if any are raising their hand.
- Whenever possible, we encourage you to ask attendees to share their experiences/ideas or ask questions in the Chat window. If the size of the audience and number of responses allows, you can then verbally acknowledge or summarize the responses for the audience.
- If you wish to use video with audio embedded in slides or shared via another application, then let us know as soon as possible. Zoom requires installation of a desktop application to share audio.
- Webinars conclude with a 10–15 minute Q&A session with the presenter. You should announce that your presentation is complete. The moderator will unmute himself and turn his video back on. Attendees will have submitted their questions throughout the webinar, and then our moderator will read them to you for a response during the Q&A session. If you are one of multiple panelists, then be aware that all panelists’ audio is unmuted during the Q&A session—so remember not to make any noise that might be heard by attendees.