



WEBINAR BEST PRACTICES

Thank you for joining our webinar! We want this meeting to be a good experience for all who join so we have compiled some best practices for webinars. Please review them below.

Internet Connection:

- If you have a hard wire available, we recommend using as it will help avoid issues with an unstable Wi-Fi connection, which can negatively affect your audio quality and the overall participant experience.
- If you only have a Wi-Fi connection available, we strongly recommend that you do not have multiple people or devices using the Wi-Fi during the presentation to improve signal strength.

Audio/Video:

- Test your audio/video before the webinar begins. This will ensure your computer's speakers and microphone are working properly before the live event begins.
- Remember, when your camera is on, people can see you. Ensure that it is pointing in the direction you wish, and don't make movements that will distract others.
- Turn the camera off if you don't wish others to be viewed.
- If you are using the built-in webcam on your laptop. We recommend placing your device on a laptop stand or box to bring it to eye level.

Background Noise:

- Try to find a quiet place to help minimize potential background noise.
- If you must be in a loud environment, using a headset with a mic often reduces background noise compared to your computer's built-in microphone. In fact, a headset is a general best practice for higher-quality audio than other built-in options.

Technical Difficulties:

- As we are working with technology that can, at times, be unreliable; stay calm should your video or audio stop working. If the issue is on our end, we will continue as soon as we can; please stay on the call.
- If you are disconnected, please try to re-enter the meeting using the link provided.
- We will be providing a replay of the session that you can review when it is convenient for you.

During the presentation

- Your audio will be muted. Please ask questions using the chat feature (if you hover on your screen you'll see a "comment box" that will open up the chat.