

Webinar Best Practices

ROOM SETUP

- Use an external headset w/microphone and set it as the source in your computer's system preferences.
- If recording video, use an external camera for improved quality (highly recommended but not necessary).
- Set camera at eye level or just above.
- Ensure there is a light source behind camera but slightly offset to avoid casting the camera's shadow onto your face.
- Beware of light sources to the left or right of your face. These can cause focus or brightness issues.
- Use a quality internet connection. A wired internet connection is highly recommended.

WEBINAR SETUP

The setup is dependent upon the software you choose to use. Once you choose a software, you can review its support documents and learn how to successfully setup a webinar with that application. Here is a list of popular options:

1. **GoToWebinar**
2. **Zoom**
3. **WebinarJam**
4. **Maestro Conference**
5. **WebEx**
6. **AnyMeeting**

LAUNCHING WEBINAR

- Restart computer 30 minutes prior. This will ensure that your system is running smoothly.
- Close all unnecessary apps and browser tabs to save on system resources.
- Go to live room link 20 minutes prior.
- Log in to control panel in separate browser window (if applicable). This will give you a complete view of comments.
- Log in as attendee in separate window and check for delay issues.
- Invite presenters 15 minutes prior to the webinar.
- Test presentations/videos.
- Webinar creator presses start broadcast button.