**Webinar Information and Guidelines**

**Role: Moderator**

**Pre-Webinar Preparation:**

1.  Complete the EBAA Speaker Information Form to submit headshot and bio.
2.  Submit your availability for a webinar practice session via the Doodle Poll sent to you.
3.  Prepare your opening comments for the webinar. These should include a general overview of the presentation topic and an introduction of the speakers. EBAA Staff will provide you with the speakers' bios ahead of time.
    a.  Be sure you know how to pronounce speakers' names, organizations, and job titles.
4.  Prepare questions ahead of time for the speaker(s).
    a.  For 1 speaker, prepare 3 questions.
    b.  For a panel, prepare 1 question per person.
    c.  For a group, prepare 2 questions for the group.
5.  Participate in a Practice Session
    a.  During this session we will familiarize you with the webinar platform, discuss logistics, test out audio and camera, click through the slides using the tool and discuss any last-minute issues. This will typically take place the week of the presentation.

**The Webinar: Using the Webinar Tool & Webinar Format**

1.  Log into Zoom Webinars using the panelist link provided to you. This link is unique to you, so do not share it with anyone. You will use the same link for both the practice session and the webinar.
2.  EBAA Staff will open the call when the webinar begins.
    a.  This will include a welcome to the webinar, along with your introduction. You will then introduce the session and the speakers before passing it off to the first speaker. After all speakers have finished presenting, you will open the Q&A session. Once the Q&A session is complete, you will turn the call back to EBAA for the closing of the webinar.
3.  Q&A Box and Chat
    a.  You will monitor the questions coming through the Q&A Box as well as the Chat box and will ask the speakers the questions during the Q&A session. If any participants submit technical issues through the Q&A box, EBAA Staff will handle them.
        i.  If there are not any questions in the Q&A box, start off the discussion with your prepared questions.

## Presenting on Camera

### Suggested Attire
- ☐ We recommend business casual attire since you will be visible on camera.

### Camera Tips
- ☐ **Room Set-Up:**
  - o Find a quiet place that has a door to ensure privacy
  - o Lighting: Place lighting source in front of you, behind the computer, to ensure light is shining on your face as opposed to behind you which will cause shadows. Be cautious of placing the camera by windows or under skylights
  - o Make sure your background is tidy and free of distractions.
- ☐ **Position of Camera:** Place your camera at eye level or slightly above eye level and look at the camera often to engage with the audience. Don't sit too close to the screen/camera.
- ☐ **Glasses:** If you are wearing glasses, be aware of the glare on camera.

## Moderator Checklist for the Webinar:

- ☐ Prepare 2-3 questions prior to the session
- ☐ Have a hard copy of your comments.
- ☐ Log into the webinar at least 15 minutes prior to the start time.
- ☐ Keep room-temperature water handy.
- ☐ Place "Do Not Disturb" sign on door.
- ☐ Press mute when not speaking – every noise comes through.
- ☐ Introduce the Speakers
- ☐ Check the Q&A Box and Chat Box
- ☐ After the presentation has wrapped, start of the Q&A session with a question
- ☐ Ask the questions that attendees submit
- ☐ Close out the Q&A Session (Be mindful of time)
- ☐ Send it back to EBAA Staff