

NAWCC Webinar Presentation Guidelines

NAWCC Webinar Overview

The presenter and NAWCC staff/organizer will log onto the webinar at least 20 minutes prior to the start of the presentation to check audio and slide viewing. During the webinar, the presenter will launch the PowerPoint slides and advance their own presentations, which are saved on their own computers. At the designated webinar start time, the NAWCC staff/organizer will welcome attendees, introduce the presenter, and give instructions to the audience on how to ask questions during the session. The NAWCC staff/organizer will provide the ability for the presenter to share his or her computer screens with the audience. The NAWCC staff/organizer will then press the record button to start the recording of the webinar. The presenter should wait a couple of seconds before starting to give the recording time to begin.

Microphones of all audience members are muted during the webinar. They may pose questions to presenters at any time during the session by typing and submitting them in the questions box. The NAWCC staff/organizer will receive these questions and read them to the presenter and the audience following the presentations. The presenter will answer as many questions as time allows and, if additional information is needed, may suggest providing further detail after the session.

Recommended Webinar Audio Practices

Presenters can use the telephone or Voice-Over-Internet (computer microphone and headset) for their audio connection. If you plan to use voice-over-internet, please consider [GoToWebinar's recommended audio devices](#). When utilizing the telephone, you will need to use your telephone handset or a telephone headset with microphone.

Please do not use speaker phone or computer speakers when presenting. Speaker phone creates feedback that can be heard by audience members, and it is picked up on the recording.

Best Practices for Presenters

- Turn off any instant-messaging applications, notification software, or other programs that may interrupt or distract from the presentation on your computer.
- If using a laptop make sure the power cord is plugged in. Never rely on your computer battery.
- Turn off any streaming media applications that may take up bandwidth and resource-intensive applications that may be taxing processor ability.
- Use a USB headset to prevent echoing or background noise.
- Have your PowerPoint presentation already up on your screen before the presentation begins.
- Make sure the room you are presenting from is quiet. Microphones can pick up even the tiniest noises from surrounding areas (including the ticks of a clock, phones, or other devices that could make unexpected tones).

- Make sure all your electronics are muted so that you can carry out your presentation disruption free.
- If in a room with a door, we recommend closing the door during the presentation to keep out any unexpected sounds.

Preparing for Your Webinar

To prepare for the webinar, The NAWCC staff/organizers have a two-step training process to help our presenters learn how to use the webinar software. First, presenters should view the [8-minute online tutorial found at this link under Webinar- Presenter Information](#).

Second, presenters and organizers must attend a live practice session one week to 2 days prior the webinar to demonstrate using the webinar technology. The practice is generally not a dry run-through of the presentation; instead, presenters will learn how to use the software. The practice session lasts approximately 20 minutes. NAWCC staff/organizer will suggest a date for the practice session after receiving information on your availability.

Emailing Slides in Advance

NAWCC would like to you to email your presentation slides us at least two days in advance of your presentation. Please prepare to email your slides to education@nawcc.org. In the event that something happens to your computer or Internet connection during the course of the webinar, the NAWCC staff/organizer can run the presentation from their computer so the audience can continue viewing your program.

Slide Design Guidance

1. Presenters should not use videos or streaming audio. Slide transitions should be set to appear as opposed to being animated. GoToWebinar does not support these functions.
2. Don't put too much text or too many bullets on a slide. We don't offer firm guidelines as to what "too much" or "too many" means. Please use your best judgment and avoid being too wordy.
3. It's suggested that presenters should use darker text with lighter backgrounds. Dark backgrounds may wash out the text of slides for some viewers.
4. The closing slide should also include contact information of someone whom attendees can contact with further questions, especially for those who might view the recording at a later date.

Pictures and Copyright

1. If a presenter takes any pictures or graphics from a source that is not public domain, he or she must obtain copyright permission.
2. Presenters should use pictures and/or graphics. If presenters have trouble finding images, please contact NAWCC staff for assistance.