

BEST PRACTICES FOR A SUCCESSFUL WEBINAR:

- Whenever possible, use a broadband internet connection (cable) instead of a wifi connection.
- Close all programs (email included) and apps on your computer before joining the webinar.
- Use only the MIC/SPEAKERS option for our webinars. Do not click on TELEPHONE option.
- Keep all cell phones and other devices away from your computer.
- Throughout webinar, keep yourself muted unless you are ready to speak.
- When asking a question verbally, please state your name first.
- The Questions option is preferred over the Hands Up option as it is easier to manage.
- Handouts – you can save to your computer or device for use AFTER the webinar is over.