### WebJunction Webinar Presenter Best Practices

Thank you for agreeing to be a Webinar Presenter for WebJunction! To help you with your preparations, we have put together some Best Practices for you to consider. If you have questions about any of these items, please don’t hesitate to ask!

**Planning for your Presentation**

* Our webinars generally run for an hour, but Presenters should plan on ~ 50 minutes of presentation time (divided by the number of presenters), leaving 10 minutes for housekeeping information and Q & A.
* We will load your presentation in the form of **PowerPoint slides** (standard 4:3 size) to the WebEx Event Center. Please send your slides one week prior to the presentation, for a practice session and for our closed captioners.
* The session’s host will introduce you, and any additional presenters, using a slide with **your picture**, and your title and organization. Please plan on providing your preferred photo when you send your slides.
* Keep the number of your slides to a maximum of 30-40; this prevents information overload and is easier for you to manage as a Presenter. And please try to segment your session into parts to allow for short transition pauses or question breaks.
* Include **graphics and visuals, including images** or graphs to illustrate your points. For tips see Betha Gutsche’s presentation, [Power of Image](http://www.webjunction.org/events/webjunction/The_Power_of_Image.html) and thewikiman’s, [5 easy ways to create fabulous slides](http://thewikiman.org/blog/?p=1785). Be sure to give credit to photos, including those covered by creative commons.
* Please **don’t use slide animations or slide transitions**. WebEx strips these when uploading slides.
* Include screenshots of websites you refer to rather than links; links are not live on slides in WebEx, but can be pushed out via a chat box. *Note: It is also possible [but not recommended] to use application sharing mode. Please consult with your producer if you are interested in this option.*
* A version of your slides will be made available to participants as a part of the archive page, and we will also share any templates, resources, links or citations you may reference in your presentation. Please include this information in your email when you send your slides.
* Plan on having access to a version of your presentation during the session, in case you encounter technical difficulties and cannot view the slides.

**Using WebEx**

WebEx is the web conferencing tool WebJunction uses for webinars. Your contact will schedule a practice session to review WebEx and the different tools available to you as a presenter, but here are some general guidelines on joining both practice and webinar sessions:

To use WebEx, **you will need**:

* A computer with Internet connection.
* A **telephone** for your audio connection **or a high-end microphone/headset** for VoIP though WebEx. The volume and quality can vary depending on connection and devices; audio is most secure via phone connection. (Participants will be in listen-only mode via their computer speakers or headset).

*Note: it is recommended that both the participants and the presenter/producer close other applications in order to dedicate resources to the webinar.*

1. Your contact will send you an invite to join WebEx. The links for practice session and webinar will be different. Please join a few minutes early before your practice session to allow time for the WebEx event client to download in your browser. On the day of your presentation, please join 30 minutes prior to the event to set up and allow for troubleshooting.

2. Once you are logged in, the WebJunction producer will ensure you have panelist status.

3. You must dial in **by phone** with a secure connection, **OR** with a **quality headset with mic** for your voice to be heard, but please **wait to connect audio until after you have entered the WebEx** room and follow the instructions provided under **'Communicate>Audio Conference'** at the top left of the screen, **OR** by clicking on the **small telephone icon** below our names. Provide both the event name and your attendee ID when prompted.

4. When it is your turn to present, the producer will promote you from panelist to presenter and you will be able to advance your own slides.

5. The host will moderate the Q&A for your session, having collected questions posed by attendees via chat.

**Support**: Your WebJunction producer will provide you with support during both practice and webinar sessions.