

# Webinar Speaker Best Practices

## Preparation

In order to prepare for your live webinar presentation, here are a few things that you should prepare as soon as possible:

1. **Confirm that your computer has the necessary system requirements to join the webinar successfully.** You can test your system compatibility [here](#). You can also view the system requirements [here](#).
2. **Confirm that you have the necessary equipment.** For the webinar, you will need, at minimum, a computer, headphones or speakers, a microphone (computer or phone), and a webcam. Ensure that all your equipment is in proper working order. We will test your equipment during our practice webinar.
3. **Decide if you want to use computer audio or phone audio.** You will have the option to either use your computer's audio or your phone's audio. We recommend that you choose the option that has a more reliable connection and better audio quality.
4. **Save your GoToWebinar log-in email.** You will receive an email from GoToWebinar with a unique log-in link. Save this link, as this will allow you to enter the presentation with the appropriate permissions. If you're unable to locate this link, contact us immediately.

## Practice Webinar

Before the live webinar, we will schedule a practice session with you. The practice session is required. The practice session should take no longer than 10-15 minutes. Here is what we will review during your practice session:

1. **Confirm pronunciation and credentials.** We will confirm the pronunciation and credentials of your name, position, company, and any other details that will be highlighted at the beginning of your presentation.
2. **Review the parts of the webinar.** We will review the different parts of the webinar. The webinar will start off with an introduction from us, followed by your presentation, followed by a Q&A session, and then concluded by us.
3. **Test your audio.** We will test your audio connection and quality. Use either your computer or phone audio, whichever option you plan to use during the live webinar. Have the other option prepared, if possible, in case your first choice does not work as intended.
4. **Test sharing your screen and going through your presentation.** We will practice making you the presenter of the webinar. You will then practice sharing your screen and clicking through your presentation.
5. **Review the Chat and Q&A features.** As a presenter, you will have access to the Chat, but not the Q&A feature. We will review the Chat feature with you so you can read and send messages. We will also show you how to move the Chat to a place on your screen most beneficial to you. We will then briefly go over how the Q&A feature works so that you're aware of what we (as PMI staff) and will see during the presentation.
6. **Conduct a dry run of the presentation.** After all the above has been reviewed, we will conduct a dry run of your presentation. This will include the introduction and conclusion, the sharing and unsharing of webcams, and the sharing of your screen.

## Day of the Webinar

On the day of the webinar, we will go over a few last points:

1. **Log-in 15 minutes early.** We recommend that you log into the webinar 15 minutes before the scheduled start time. Use the link provided in the GoToWebinar email that you previously received. If you don't have this email, contact us immediately. Logging in 15 minutes early will give us time to troubleshoot any last-minute issues that you may have.
2. **Test your audio.** We will conduct another test of your audio before we start the live broadcast. Have both your phone and computer ready, in case your first option isn't working. Also, ensure that all audio distractions are minimized to the best of your ability.
3. **Prepare to use your webcam.** Turn on your webcam to ensure that it's working. Also, make sure that the area behind you is brightly lit, clean, and free of distractions.
4. **Silence your phone and turn off all notifications.** Before the webinar can begin, please silence your phone and any computer notifications that you may have. Your audio and screen will be available to all attendees once the broadcast has started, and so they will hear and see any notifications you receive.
5. **Share your screen.** Before the webinar begins, we will make you the presenter, and you will be able to share your screen. Share your screen with your presentation fully loaded.