

Webinar Information for Presenters

- Our webinars typically last 1.5 hours and run from 1:00pm to 2:30pm Eastern time.

We are restricted to this time of day so that participants from across the country can sign in and join us conveniently. You will be asked to sign in to the conference one half hour ahead of the scheduled start time to prepare for any “technical glitches” that may arise.

- We use an online conferencing tool called **Ready Talk**.

This tool allows multiple participants and the presenter(s) to sign in to a secure website for the visual portion of the presentation. The tool also provides a 1-800 conference number for the audio portion. All participants must sign in to the website and call in to the 1-800 conference number. The presenters are given special access to the website so that they may advance slides throughout the presentation, make notations, use arrows to indicate, etc. Presenters may also see and respond to messages in a chat box from participants. We typically invite a member or our committee to moderate the session and respond to questions in the chat box, rather than have the presenter respond directly because most people find it distracting.

- We will request that you prepare a presentation using PowerPoint or a similar slideshow/presentation software and send it to us at least **24 hours in advance** of the live presentation.
- We will also request that you join us for a short **trial run** at least one week in advance of the presentation so that you can familiarize yourself with Ready Talk and the conferencing tool controls.
- Finally, we will request a professional **biography** from you as well as a **brief description of the session** to use for promotional material as soon as possible.
- Once the Webinar is complete we will make a recording available only to registered participants for the period of two years.