

Web Seminar Logistics

When starting your web-seminar, consider it a performance. You'll need to be prepared, practiced, and generally confident about what you will deliver. The easy part is taking care of the conference logistics. In this document, we'll outline a step-by-step process to help you along.

Important Pre-Call Steps and Tips:

1. Be sure everyone has performed the Browser Check by going to <http://test.readytalk.com> . Those with a speaking or supporting role need to get “two green dots” indicating they can join as a participant and lead as a chairperson or co-presenter in the Web Conferencing Test Page window. There will be a link to download Java in that window in the event it is required to join or lead the conference.
2. Reserve a quiet location with reliable telephone and internet connections. Wired connections are typically much better than wireless (WiFi) connections.
3. Let people know you are not to be interrupted during the conference time.
4. Turn off cell phones, Blackberries, etc..
5. If on a laptop, be sure it's plugged into AC power instead of running on the battery.
6. Print out your slide deck and any notes for your presentation.
7. Have a glass of water
8. RELAX, be yourself, smile.

Time to Start	Chairperson	Co-Presenter 1 (Speaking Role)	Co-Presenter 2 (Supporting Role)
20 minutes before start	<ul style="list-style-type: none"> Log in and dial-in to conference as Chairperson Start the conference 	<ul style="list-style-type: none"> Login and dial-in to Conference as Participant 	<ul style="list-style-type: none"> Login and dial-in to Conference as Participant
15 minutes before start	<ul style="list-style-type: none"> Elevate those with a speaking or Support role to Co-Presenter Review presentation details, Q&A session, handoffs, etc.. 	<ul style="list-style-type: none"> Test advancing slides, application sharing, etc. Review presentation details, Q&A session, handoffs, etc.. 	<ul style="list-style-type: none"> Quick test of Chat to all, to co-presenters Be ready with 'planted questions' Review presentation details, Q&A session, handoffs, etc..
10 minutes before start (or when 1st participant joins)	<ul style="list-style-type: none"> Announce to audience lines are being muted at this time. (Click Mute All Button) Move communication between co-presenters to the Chat feature Broadcast Chat messages to audience with standbys, Q&A reminders, Welcoming statements 	<ul style="list-style-type: none"> Communicate to other co-presenters via Chat Use the mute button on your phone to keep conference line quiet Feel free to "meet-n-greet" as participants join, and mute the lines closer to actual start time. 	<ul style="list-style-type: none"> Communicate to other co-presenters via Chat Use the mute button on your phone to keep conference line quiet Broadcast Chat messages to audience with standbys, Q&A reminders, Welcoming statements.
5 minutes before start	<ul style="list-style-type: none"> Broadcast Chat messages to audience with standbys, Q&A reminders, welcoming statements 		
START TIME	<ul style="list-style-type: none"> Unmute Conference Audio Introduction, housekeeping, speaker bio 	<ul style="list-style-type: none"> Unmute your phone; Introduction, etc... 	<ul style="list-style-type: none"> Unmute your phone Send welcome messages via chat, remind to dial in, remind to submit questions through chat
Presentation	<ul style="list-style-type: none"> Give presentation, hand off to co-speaker as needed 	<ul style="list-style-type: none"> Take cue, and give presentation 	<ul style="list-style-type: none"> Filter chatted questions, reply to individuals as needed via chat
Q&A	<ul style="list-style-type: none"> Announce Q&A time, take live questions as needed. 	<ul style="list-style-type: none"> Help answer questions 	<ul style="list-style-type: none"> Deliver questions to speaker verbally
Conclusion	<ul style="list-style-type: none"> Make concluding remarks, call out for feedback, announce future presentations Stop conference 		
Post-Call	<ul style="list-style-type: none"> Answer un-addressed questions from Chat, send surveys, check feedback from participants 	<ul style="list-style-type: none"> Answer un-addressed questions, send surveys, check feedback from participants 	<ul style="list-style-type: none"> Answer un-addressed questions, send surveys, check feedback from participants