

Tips for LEA Webinar Presentations

Thank you for agreeing to present an LEA webinar. We are unable to provide an honorarium, but you will have the sincere gratitude of LEA members whose minds and hearts you touch. Here are some tips to help the production run smoothly:

About GoToWebinar Productions:

- We use GoToWebinar from Citrix, an Internet-based software for presentations.
- Webinar presentations are much like sectional presentations, except you can't see your audience, and they cannot see you unless we use the webcam option. You also have options to poll your audience and to provide handouts. Let ed.grube@lea.org know if you wish to exercise these options.
- You will have control of what the audience sees; what is on your screen will be on their screen.
- **You need a high-speed, reliable connection and a headset that has both earphones and microphone—or a telephone. Webcam is optional.**
- You will receive a special url from GoToWebinar or Citrix to connect at the time of practice and/or presentation. You also will receive reminders of this url shortly before your scheduled presentation.
- Communication immediately prior to or during the scheduled time of the presentation should involve a cell phone to Ed Grube at 630-220-5283.
- GoToWebinar has some limitations, noted by an asterisk (*) below.

Preparing for the Webinar

- Plan for a 60-minute presentation. (Keep moving: short is better than long.)
- Video or audio clips embedded in your presentation sometimes do not work well.*
- Use the last slide to provide contact information and any invitation for conversation, copies of your presentation, etc. (optional). If you agree to share your slides, convert them to pdf for sharing.
- If you wish to run through part of your presentation (a good idea), arrange with ed.grube@lea.org a time to do this.
- Please let Ed know if your presentation is an extension or a repeat of a sectional that you did at the most recent Convocation.

Presenting the Webinar

- Ed Grube or other LEA staff member will facilitate the webinar.
- Connect (via the special url mentioned above) from 15 to 30 minutes prior to the scheduled starting time.
- **Use headphones/earphones rather than your computer's speakers. You also have an option to use your telephone.**

- The broadcast will be recorded and archived unless you express a desire not to record.
- Prior to the start of the presentation, the facilitator will turn control over what the participants see and hear to you and your computer.
- You will see a control panel in addition to your presentation slides. Ed will discuss this with you during practice or otherwise prior to the presentation, but ...
 - Once you have control, you will need to click on the “Show my screen” button.
 - Watch the “Chat” box. Ed will use this to communicate with you, if necessary, during the presentation.
 - Participants using earphones may “raise their hand” if they have a question. Ed will moderate and unmute at appropriate times. AND/OR
 - Participants who do not meet the live question criteria will have the opportunity to type their questions in a question box moderated by Ed.
- Decide how you want to handle questions; the facilitator will inform the participants during the introduction. Participants may type in questions or raise their hand at any time. (No rhyme or reason to this, but you may or may not see a question box.)
 - All questions will be held to the end (not recommended).
 - Facilitator will break in the presentation as appropriate
 - Presenter may build in pauses to ask if there are any questions
 - Facilitator will cut-and-paste questions into the “Chat” box for the presenter to address at will.
 - If you see an active “Question” box, you may handle questions at will.
 - Some derivative of above
- If you are prone to talking with hand gestures, keep your hand off the mouse.
- Beware of background noises. The most common are microphones rubbing on clothing, telephones ringing, breathing too near microphone, etc.
- Do not sing. Webinar audio does not like it no matter how well you do it.
- Try not to stretch out syllables when you talk; webinar audio likes it about as much as if you actually sing.
- At the end of the presentation, you and the facilitator **will not** have an opportunity to exchange thoughts. The facilitator will email you the next day.
- You have an **option** of providing up to five (5) handouts in pdf. These need to be forwarded to ed.grube@lea.org ahead of the presentation time.
- Please send ed.grube@lea.org a brief bio and, if possible, a jpg head shot.