Webinar Best Practice Guide
March 2020

TIPS FOR A SUCCESSFUL PRESENTATION USING GOTO WEBINAR

Use a space with reliable, high-speed internet access. Having a reliable, fast and high-quality connection to the internet is key to limiting glitches and audio problems during the live webinar.

Use the right mic and speakers. Use of a headset (headphones and mic) with a USB attachment is recommended for the best audio quality when using VOIP. Laptop speakers and mic are not recommended, as you will sound distant to attendees. Using the phone to dial in can be the best option, as you'll still have audio connection should your internet connection cut out. Do not use a cell phone or put your phone on speaker. Consider a good quality headset with a mic that plugs into your phone for the best audio quality and comfort.

Limit background noise. Find a comfortable and quiet setting for the presentation. Be aware that most background noise (traffic, squeaky chairs, adjusting your headset, air conditioners etc) will be heard by attendees. Turn off all devices in the room, including cell phones, and mute your computer speakers. Once the CharityVillage organizer indicates that the webinar has started and invites you to share your screen, be aware that any noise from your end (including talking) will be heard by attendees.

Turn off all background applications on your computer. Programs running in the background, particularly those accessing the internet, will affect audio quality. Turn off anything that isn't vital to your presentation.

Be prepared to share your screen at the start of the webinar. Remember that once you are sharing your screen, all attendees will see whatever is visible on your computer. Therefore, it is generally best to have the presentation ready to go and sitting on the opening welcome slide prior to accepting control of the screen. On the off chance that you need to exit from the slide show view during the webinar, be sure that you have all other programs (including email) closed and set your desktop to a neutral theme.

Include a welcome slide at the start of your presentation. The webinar will go live about 5 minutes prior to the actual start time. Please have a welcome slide at the beginning of your presentation for attendees who arrive early.

If possible, have an assistant work with you during the live presentation. Once you start the live webinar, you won't want to be interrupted. Consider having an assistant help out by handling any distractions or issues that come up during the live session. If you work in a shared office, place a do not disturb sign on your door.

Keep your tone of voice & manner upbeat and engaging. Remember that because attendees can't see you, they can't read your body language, making your tone of voice extremely important. Try smiling or standing as you are talking, as if you were addressing a room full of people - this can come through to those listening.

Provide an alternate contact number where you can be reached during the presentation. Should there be a technical issue, it may be necessary to contact you during the webinar (this is also where having an assistant can be helpful). Please provide an alternate phone number to the CharityVillage organizer prior to webinar session. A cell number is preferable, as it may be easiest to send/receive a text message during the live session.