Webinar Tips for Success

We have compiled some helpful tips for those who host webinars. Review these helpful suggestions on how to make the most of your webinars.

Information

**Prior to Webinar Start**

- Start your webinar fifteen minutes prior to the scheduled start time.
- Your first slide should include a title, description of your event and the start time.
- During this time another member of your team should log in with the lync created for the event, and verify your first slide is visible.
- If you plan to share your entire desktop, turn off any instant-messaging applications, notification software or other programs that may interrupt or distract from the webinar.
- Turn off any streaming media applications that may take up bandwidth and resource-intensive applications that may be taxing processor ability.
- Set the desktop display to a neutral background and adjust display settings to a mid-range resolution (e.g., 1024 x 768) to improve the display for attendees with lesser settings. This is also the optimal setting for recording a webinar.
- Clean up your desktop before a webinar or use the Clean Screen feature when showing your desktop to avoid distracting your attendees.
- Have the documents you wish to share ready to be accessed in 1 or 2 clicks.
- Run a Practice Session with your panelists and any other organizers to familiarize yourself with the format and flow of your online presentation.

**Managing the Webinar**

- Provide an agenda at the start of the webinar, including estimated duration, and stick to it.
- Inform attendees what the purpose/goal of the webinar is, what to expect and when and how to ask questions and participate in the webinar.
- Consider having another organizer help manage and monitor questions and answers.
- End the webinar clearly. Make sure all the attendees know that the webinar is formally over and stay on the line to address any last questions.

**Managing Audio**

- If presenting, join the webinar from a location where there is little background noise.
- Be sure to turn off cell phones, and other peripheral devices that may cause interruption or distraction.
- Introduce yourself when you begin speaking and ask your panelists to also identify themselves before speaking.

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