Panelist Tips for Zoom Webinars

Important Considerations

- **Please turn on your camera and microphone before you begin speaking and off when you are done.** Each panelist will need to ensure that their microphone and camera are on when they are speaking and off otherwise so that a single camera feed is visible to the audience at a time (other than the interpreter's). This is intended to keep the interpreter visible to everyone during the webinar and to maximize the quality of the recording.
- Wrap-up notifications will be sent via Zoom chat (5, 3, and 1 min warnings)
- Panelist invites have been sent out. Please verify that the email address matches your Zoom account email address and contact (insert staff member) if you have any questions.

Participating in the Webinar

- **On the day of the event, it's important that you join the webinar 20-45 minutes before the start time (no later than 20 minutes before!) so we can verify your connection and audio/video quality.** If we discover a problem, then this extra time may be needed to resolve the issue or find a workaround.

- When logging into the webinar, a hard-wired Internet connection is preferred. Avoid a wireless Internet connection if possible.

- Remember to turn off (or at least silence) your cell phone.

- Panelists join the webinar in a private, pre-broadcast practice session mode, which isolates your audio from the attendees. Conversation in this practice session mode is NOT heard by attendees, so panelists can speak with each other to resolve any audio/video issues and address any last-minute questions.

- After leaving practice session mode, your audio will be muted and remain muted until it's time for you to begin your presentation. While muted, you can communicate with other panelists via the Chat window. Be sure send these chat messages to "All panelists" so they're not visible to attendees.

- When presenting, speak clearly and directly into your microphone, and be careful not to speak too softly.

- Try to avoid paper rustling sounds if you are using printed notes.

Q&A

- The webinar will conclude with a 10–15 minute Q&A session with the panelists. Attendees will submit their questions throughout the webinar, and then our moderator will read them to you for a response during the Q&A session.

- Please be aware that each panelists' audio and video will need to be unmuted during the Q&A session—so remember to turn on your microphone and camera before speaking and off when finished.