

NRPA Webinar Speaker Orientation

Introduction

Thank you for agreeing to be a presenter for our upcoming webinar. The goal of the webinar, whether educational or informational will be to engage an audience and inform the broader community of practice associated with the content.

All webinars are events that are tied into communities of participants. These participants should be encouraged to interact with the material being presented live in the chat room and continue the conversations within asynchronous discussion forums. This brief guide will help you to plan for and conduct your webinar to meet these goals.

[Webinar Orientation Presentation](#)

Webinar Logistics, 1, 2, 3...

- **1 Month or more prior:**
 - Webinar titles (60 character max) and descriptions due
 - Initial speaker information due
- **2 Weeks before:**
 - Speaker information (Bio, Image, Email, Title) finalized
 - Test webcam access
 - Provide rough draft of presentation for review
- **3 Business days before:**
 - Final slide deck must be submitted without any need for further edits
 - List speaker order as necessary
 - List any polls, provide videos, and any other interactive material
 - Provide seed questions for the audience to respond to
 - **CEU granting webinars:** Provide follow-up knowledge assessment that contains 10 or more questions in true/false or multiple choice (one answer) format.

Technical Specs

- Please provide your presentation in PowerPoint
 - Use standard [NRPA Template](#)
 - 16:9 ratio for slides
 - Optimize for web: reduce image sizes and use standard web fonts
- [Test your browser](#)
- Have a webcam and microphone or headset for audio if possible
- For non-webcam presentations, you will call in using a land-line and avoid using speakerphone. The call-in information will be provided.

Day Of

- Sign in 10-15 minutes early
- Use webinar link for the computer password: **nrcpaspeaker**
- If not using webcams:
 - Call in to number provided and use the session code listed in the email
 - Mute your computer speakers

Best Practices

- Consider how you will interact with the audience throughout the presentation
 - Ask audience questions verbally and in the chat
 - Use the poll feature
 - Add a short video
 - Draw out concepts or highlight things using the whiteboard features
 - Share your screen (need to download a plugin)
 - Make it fun!
- **Webcams:**
 - Consider your environment
 - Uncluttered
 - Lighting
 - Noise pollution
 - Avoid distractions / interruptions
 - Test your computer microphone
 - Consider your attire
 - Look into the camera as much as possible

Following the Event

- Provide any additional resources to be added to the handouts
- Include follow-up questions that may be delivered as a prompt to associated discussion communities when the archive is announced
- Remain available to answer questions

Legal

- Speakers are liable for and have authority to allow NRPA the right to stream and repurpose any images and content provided in the presentation
- We make every attempt to maintain 508 accessibility compliance and provide accommodations as necessary