

Presenter Guide

Webcast Logistics

- The session will be 25 minutes, include the Q&A portion. We recommend planning for 15 minutes for your presentation and 10 minutes for audience questions.
- 24 hours before the event, you will receive a calendar reminder and email with your unique presenter portal link. You will need to login 30 minutes prior to your presentation time.
- Please launch the link using your computer with a webcam, using Chrome or Firefox browser. Close all other tabs on your browser and take cell phone or nearby devices off the WIFI network if connection is slow.
- Once you login, there will be a tech moderator present to walkthrough an AV check and to assist with any technical questions. They will start and end the webcast and will provide time checks throughout the presentation.
- During the presentation, you will be able to see your live webcam feed and slides (if applicable). You will advance your slides on your own and navigate the audience questions form the active chat box.

Best Practices

- Present in a quiet, well-lit room and avoid sitting in front of a window, or busy backdrop. Set up a lamp on either side of the computer, if additional lighting is needed.
- Use a clean and bright wall as your backdrop. We cannot use a virtual backdrop; however, you may include a branded poster or banner.
- Place your computer camera at eye level and keep framing centered
- Blue and cooler tones work best for computers' camera settings. Avoid wearing small/busy pattern (e.g. polka dots), if possible.
- Be prepared with a few questions to kick-off the Q&A portion at the end of your presentation. You can also propose a question for candidates to answer in the chat box to encourage audience engagement