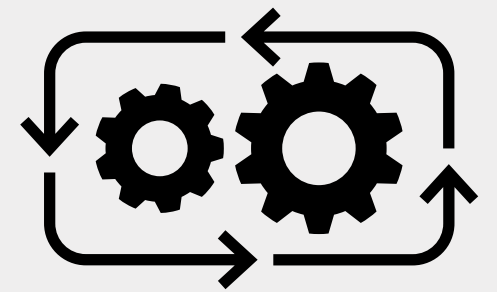
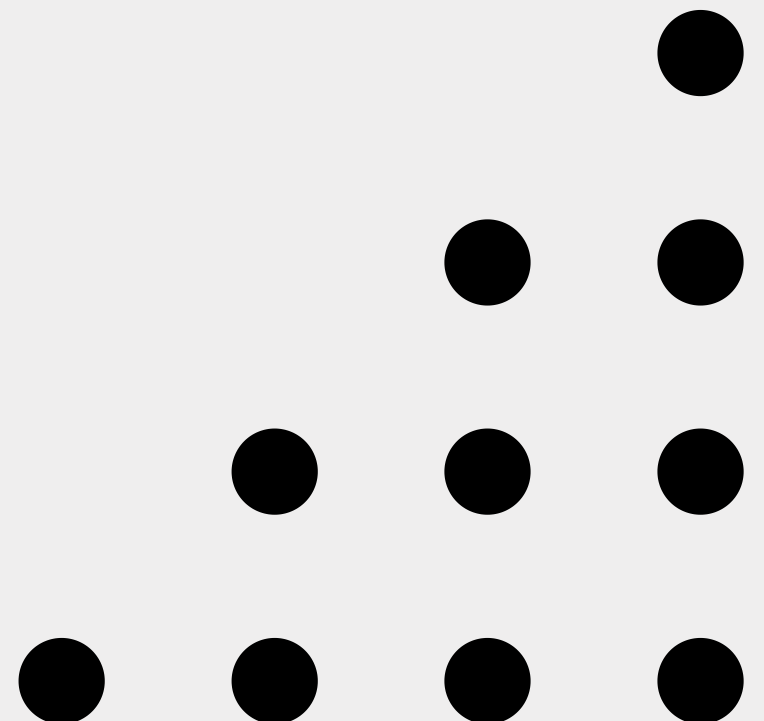
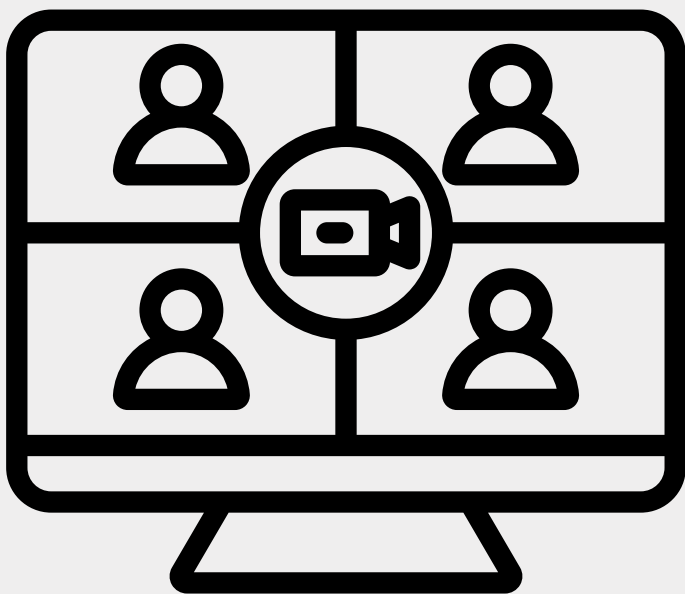
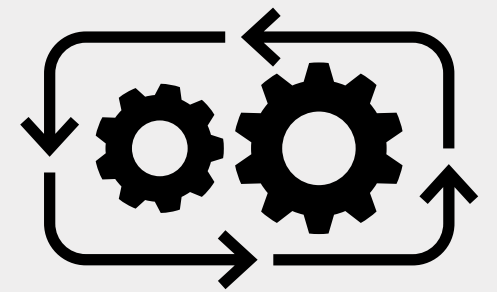


A[b]



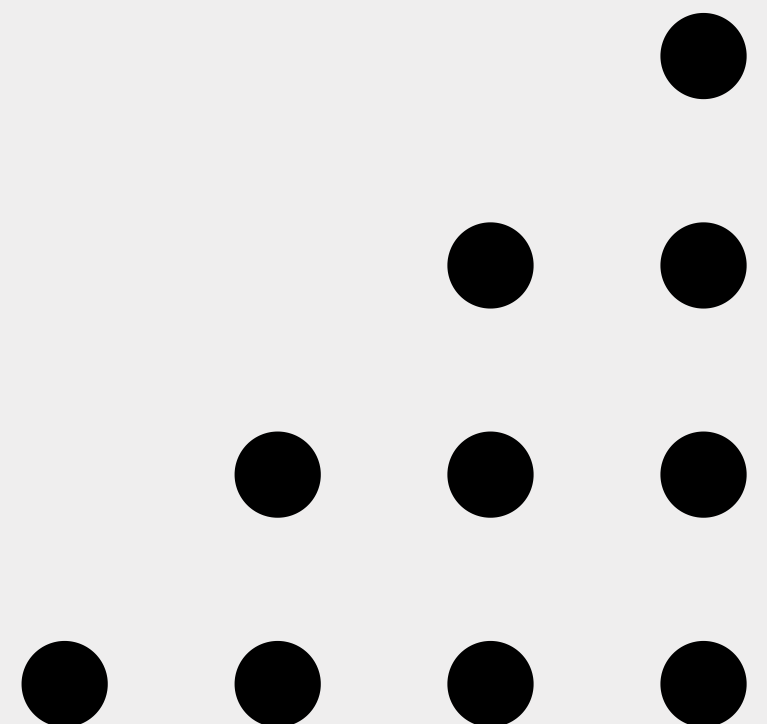
Difficulties in your  
webinar setup?

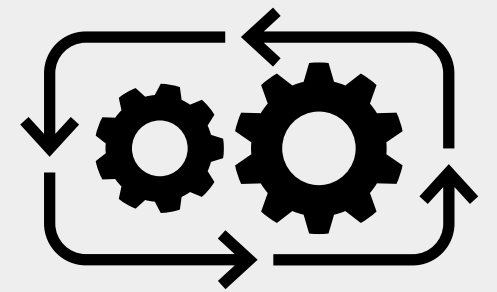




# Two Weeks Before

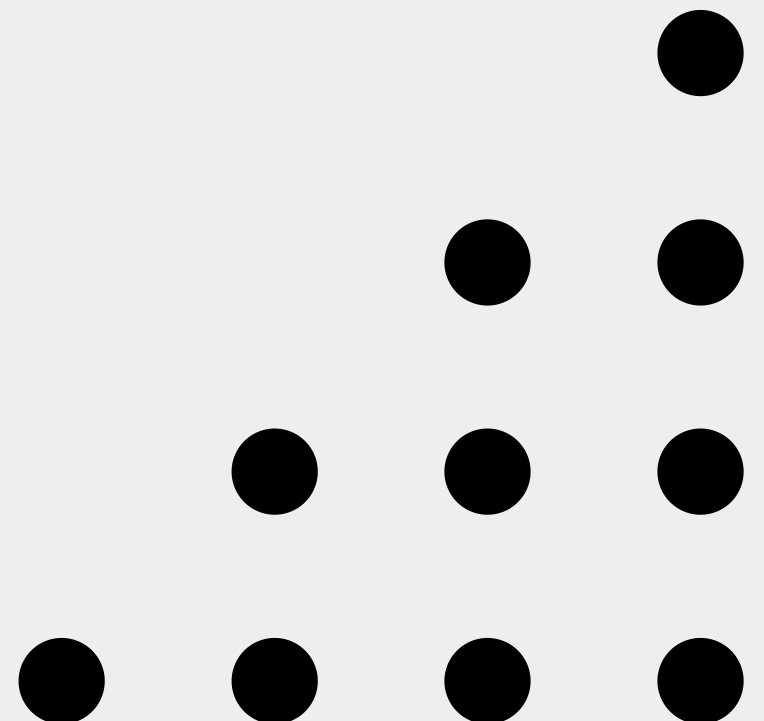
Schedule rehearsal, send invites  
with Present URL and dial-in.

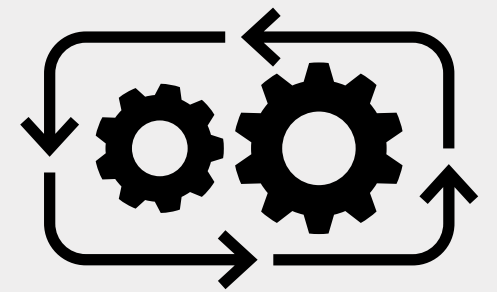




# One Week Before

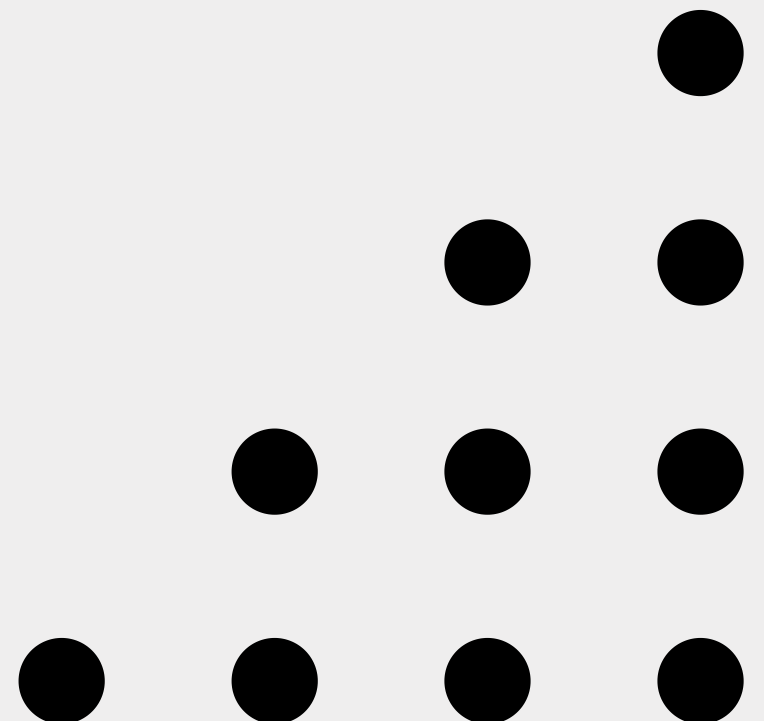
Full team rehearsal, assign roles  
(Producer, Poll handler, Q&A  
screener), test  
slides/videos/screen sharing

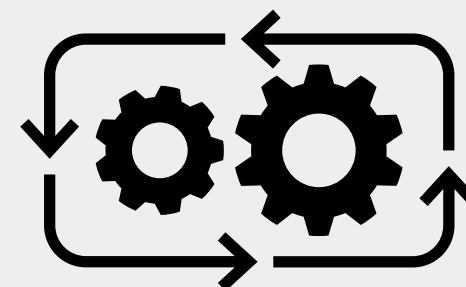




# 30 Minutes Before

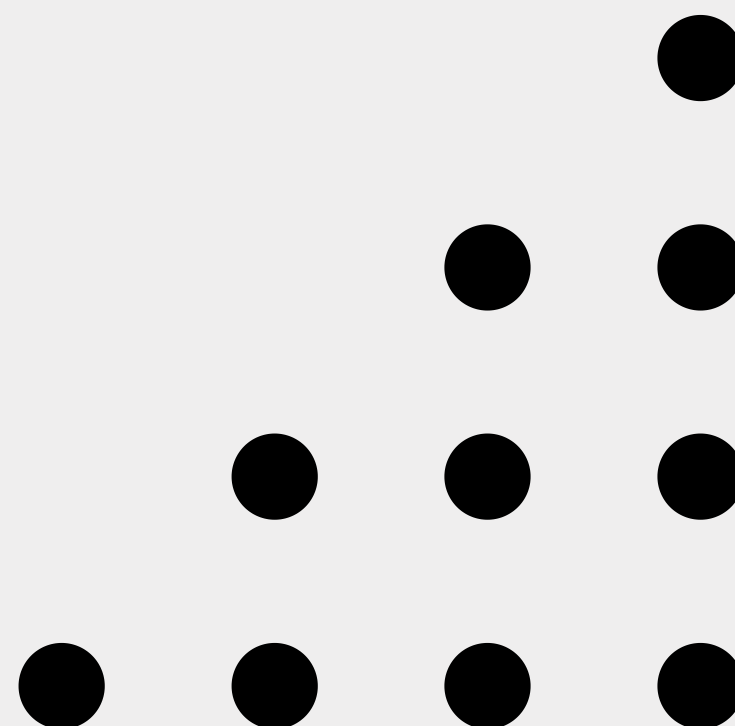
Check internet, use headsets (no speakerphone), soundcheck and slide test.

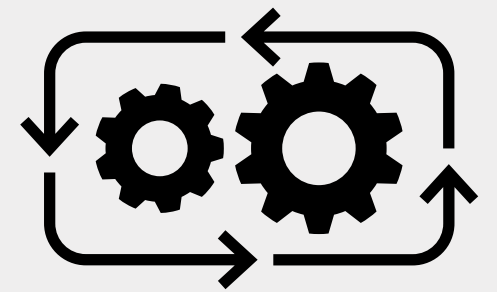




# 15 Minutes Before

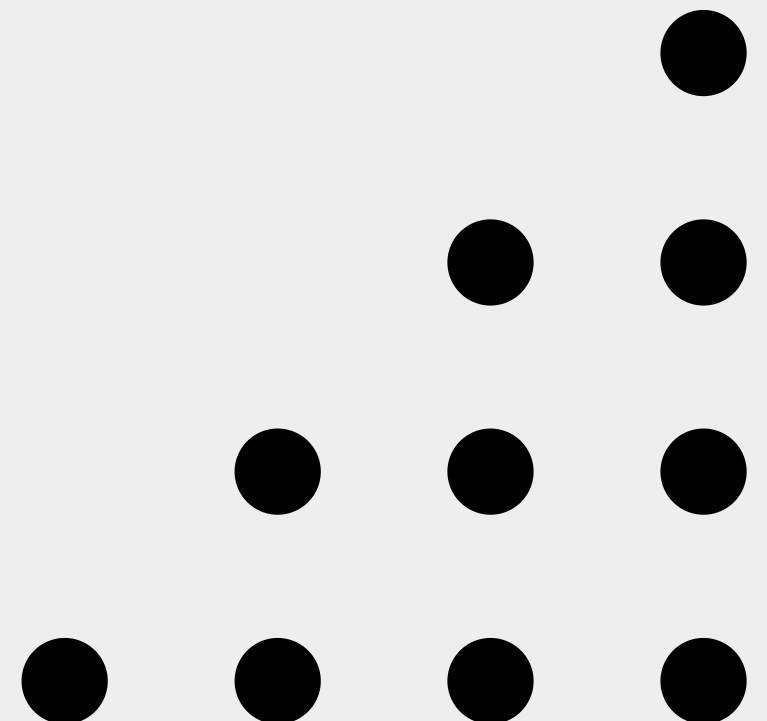
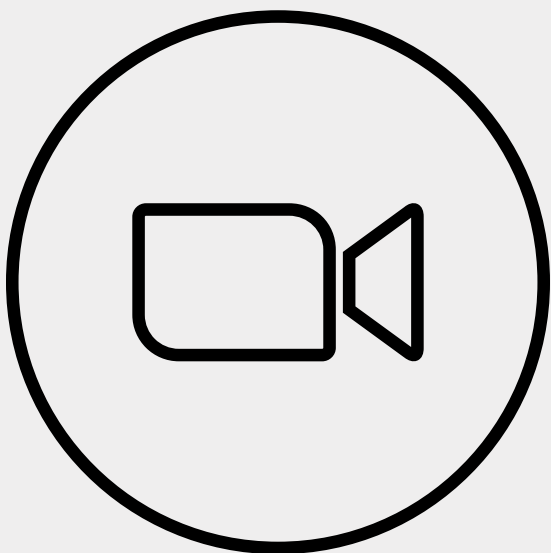
Verify polls, silence devices,  
review start/stop flow



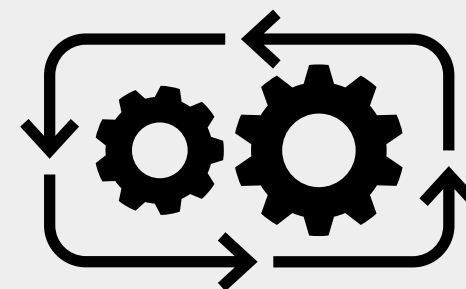


# During Webinar

Unmute before speaking,  
avoid background noise,  
end session as planned



A[b]



**Bonus**

Always plan ahead

