

Webinar Etiquette



Participants

Before the Webinar



Register to attend the webinar before the cut off date



Make sure you have the correct settings enabled to join the webinar



Save your confirmation & webinar link to your online diary

During the Webinar



Join from a distraction free zone



Click on the link



Be on time



Mute your microphone & turn off your camera



Use the chat / Q&A facility to ask questions



Be an active participant

Be respectful. If the webinar allows live visible chats, keep your contributions helpful and considerate of the host, presenter and other participants.



Provide constructive, honest feedback



Presenters / Hosts

Before the Webinar



Decide on the topic of your webinar



Invite your presenter/s and moderator



Set up a time to do a dry run in advance so that everyone is familiar with their roles and the system functionality

During the Webinar



Look professional



Join from a distraction free zone



Turn all mobile devices to silent



Mute your microphone if you are not presenting



Close programmes on your computer you will not be using for the webinar



Click on the link at least 15 minutes ahead of the scheduled start time



Start and finish on time, not a minute early or late



Provide simple slides with graphics, illustrations and bullet points



Allow time for Q&A and give as much feedback as you can during the session