Tips and Tricks for Webinar Hosting

- Create a calendar invite with access links for panelists. Panelists have unique access codes and they should not be shared with others. You can create one invite and in the description create links for each individual. Co-hosts receive an email from zoom with their access link. For co-hosts the email title is probably something like "Sarah Grun invites you to join a Zoom webinar as alternative host" from no-reply@zoom.us.
- For webinar functioning and recording, you may want to set it to only having those speaking being visible to attendees. To do this, you will want to set your settings by clicking on the carrot next to "Stop video" -> "video settings" -> "hide non video participants". You will then want panelists to turn their video and audio off when not speaking. This allows for those helping with recordings or logistics to be hidden to attendees.
- You will probably also want to change your view screen by clicking on the "view" in the top right corner as "side by side".
- You may want to ask panelists to arrive 15 minutes before the scheduled time to the "green room" space, which is another practice session. At the appropriate time, you would then click "start webinar" to allow the attendees to join.
- The webinar is usually set to automatically record on your computer as host. You can pause it for the practice session or just edit it out before sharing/posting that later. Before beginning the webinar, make sure you check for “recording” in the upper left corner of the zoom screen.
- You can elevate panelists to co-hosts, attendees to panelists, etc by clicking on the "participants" tab.
- To enable "chat" for attendees, you can click on the chat icon on the bottom and enable it for participants to chat with all panelists and attendees.
- You can also leave chat off and encourage participants to use the Q&A function (this is usually preferred for larger groups).
- You can allow participants to ask questions by enabling their mic through the participants tab.
- When you have a recording file downloaded you can send it to Craig Taylor and he can help edit and get it set to share and/or post on Youtube. We usually get requests from those who registered but were unable to attend for the video recording.
- We usually start the webinar and then give a minute or two for folks to filter in before starting. When the room opens a host should start by saying, “Thanks for joining, we’ll be starting in just a minute as we give time to allow attendees to filter in.”
- Reminder emails will generally go out both 1 day and 1 hour before the start of the session, but this depends on what was selected and submitted in the webinar request form.