



5 Tips for a Successful Webinar Experience

1. **Test the webinar link on your computer before the day of the presentation.** You may end up alone in the ‘room,’ but you will be assured that you and your computer are ready for presentation day. Sometimes additional software may need to be installed on your computer to work with the webinar software. Doing this ahead of time will make your webinar experience more enjoyable. This also allows you to become more comfortable with the webinar log in process. If you need additional assistance, you will then have plenty of time to find it.
2. **On the day of the webinar, log in early, but not too early.** Log in 5-10 minutes prior to the scheduled webinar start time. This will alleviate any last minute anxiety caused by any additional software issues and give you time to greet the host and other attendees. Logging in after the webinar has begun can be a distraction. Do not log in 20-30 minutes early. It is likely the host and presenters will be preparing the webinar at that time. Added conversation or complications only make preparation more time-consuming and could possibly delay the start time.
3. **Mute your phone or computer when the audio lines are open.** Once you have greeted the host and other attendees, mute your phone or computer audio until there is an opportunity to ask questions or comment. This helps minimize unwanted background noises that distract from the webinar message. Once you have asked your question, put the phone/audio back on mute. Never put the phone on hold. Some phone systems play music over the line when on hold. If you are using audio on your computer, be aware of how to mute and unmute the microphone function. Open microphones will pick up the audio from your computer speakers and cause a feedback effect that is annoying to other attendees and the host.
4. **Be an active participant.** Presenters want to know that their message is being heard. Unmute your phone and ask questions when appropriate. If the webinar chat function is available, use it to ask questions or add meaning to the discussion.
5. **Be respectful.** Keep your contributions helpful. Be considerate of the host and other participants. Our organization is a melting pot of experiences and customs. What works for one group doesn’t always work for all. Share your experiences with others, but try not to dominate the conversation. Webinars are meant for sharing information and best practices. They should not devolve into one-on-one conversations or arguments with the host or other attendees.