Webinar Checklist

Webinar Setup

- Ensure webinar settings are correct and set to automatically record. If you do not wish to automatically record you can do this manually when webinar begins by broadcasting
- Ensure all presenters have been listed as alternative hosts so that they can share their screens
- Check timings and date of webinar
- Send out invitations with webinar link and joining information
- Set up registration if required
- Set up polls if required
- Run through functionality with all presenters so they are comfortable - participants, chat, Q&A, polls, screen share
- Ensure all presenters have a virtual background, if not provide with them with one
- Test all speakers and microphones
- If presenter is sharing a video or link that requires sound, ensure that they have clicked on the share sound button when sharing screen
- Ensure that all presenters are named appropriately e.g., CDU – Charles Darwin and have an appropriate image.
- Remind presenters to have a wired connection when possible
- Prepare back up questions in the event no one asks any
- Confirm who will respond to the questions and how this part of the webinar will run.
- Make sure all presenters are aware on how to best present themselves – clothing, hair etc.
- Prepare a feedback survey

Two weeks prior to the webinar

- Confirm date and time with presenters
- Brief presenters on webinar, dress code, virtual background, and platform
- Make sure presenters have the host link
- Request copy of presentation (always good to have a backup)
- Run through how to login, share screen and chat etc for those who are not familiar

One hour prior to the webinar

- Check sound and video and lighting for each presenter
- Check each presenter can share their screen and is comfortable with doing so
- Brief presenters on how the webinar/meeting will run
- Remind presenters to mute themselves and turn off their video while they are not presenting and that they will have to unmute and turn on their video themselves when it is their turn (this will prevent any unnecessary distractions)
- Run through Q&A and chat how this will be moderated throughout their presentation
- Close any unnecessary applications and services
- Confirm who will respond to the questions and how this part of the webinar will run.
- Remind all presenter/participants to communicate to each other privately not on the chat where everyone can see
- If the presenter has multiple screens, make sure that when sharing your screen, you are bringing up the correct one.