Ground Rules for Webinar

Webinars can be an extremely effective way to communicate with a broad audience at a fraction of the cost as an in-person meeting. However, a draw back is the potential for awkward silence and minimal communication flow. There is also potential for technology to fail and to leave us hanging with no way to communicate. We would like to avoid or be prepared for both. You can Help!!

Please keep in mind the following:

* To clarify, there is both an audio and internet connection to use for the Webinar.

* If the internet portion of the meeting is disabled in any way, we can use the documents that are downloaded on the web site and use the same telephone # to access the audio portion of the webinar.

* To simplify the technological end, Yonat and Eric will remain as hosts, and as such, have “control” of the webinar unless they redirect the control to others.

* Use CHAT function to either individuals or to the group.

* RAISE A HAND—look at the bottom icons in the Participants box. Use this to alert me to call attention to you. You can also send the Presenter a private note on CHAT.

* Minimize distraction and background noise by using the Mute Button unless making a presentation to the group.

* Introduce yourself each and every time you start speaking.

* We will start and end sessions according to the schedule. We are including this rule, in part, as some participants will be joining the webinar for specific sections of the agenda.

* This meeting will be recorded with software from the Webex.

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