

MARAMA WEBINAR PRESENTER CHECKLIST

Minimum System Requirements:

Before you present a webinar you must first check that you have met the following criteria,

- PC-based attendees
Required: Windows® 7, Vista, XP or 2003 Serve
- Macintosh®-based attendees
Required: Mac OS® X 10.5 or newer

Presentation Materials:

Before you present a webinar it is very important that you fulfil the following,

- The PowerPoint Presentation is open on your desktop
- Close all other programs, especially anything that has pop-ups or reminders
- Any additional files, such as diagrams or videos that are not included in the PowerPoint Presentation should be open on your desktop as well and ready to go

At least 24 hours, before the webinar you must first check that you have met fulfilled the following,

- Send an email to Sue Dilli at sdilli@marama.org with the following information:
 - Permission to post your presentation on the MARAMA website
 - Permission to be recorded as part of this webinar.
- If you are unable grant permission to one or both of the requests, please let us know immediately.

Equipment Set-Up (Training & Presentation)

MARAMA will schedule a pre-webinar training session for all presenters.

Before the training webinar you must first check that you have met reviewed the following,

- Ensure you are using the same computer and audio you plan to use on the day of the webinar for the training.
 - Make sure you have a second way to connect via audio on the day of the webinar in case of malfunction.
 - Send the presentation to MARAMA at least 24 hours before the webinar. We will use this copy as a backup, should you not be able to use your computer to present.
- Audio:
 - If you are using a landline, **DO NOT** use a speakerphone. Instead, use either a handset or headset.
 - If you are participating via VOIP, make sure you have a headset with microphone.
- During the training, check to see how the presenter slides are advancing.
 - How is your connection?
 - Are the slides of other advancing at a normal rate (not sluggish)?
 - Are you connected via wireless or wired internet?