**SRNT Webinar Moderator and Presenter Best Practices**

**Two weeks before your practice session:**

[Download the GoToWebinar application and test your connection](http://support.citrixonline.com/en_US/webinar/help_files/G2W060001?title=Test+Your+Connection+before+Your+Session%7D).

# Make sure you’ll have a landline available to dial into the practice session and the webinar. Avoid cell phone and speakerphone use.

# Plan your webinar to allow for at least 10 minutes of Q&A time. Practice presenting to make sure your presentation falls within the allowed time limit.

# Consider developing one or two questions the moderator can ask presenter(s) to get the Q&A session started if attendees don’t have questions.

# Important: plan to be at the same location for the practice session and the actual webinar.

# A day or so before your practice session:

# Make sure you have received a copy of the SRNT “housekeeping script” for your webinar.

# If you’d like more information, view the GoToWebinar Panelist Quick Start video.

# 30 minutes before the actual webinar:

Join the webinar using a wired rather than a wireless connection. Choose the “Telephone” option under Audio, and dial in from a landline telephone following the directions on your screen.

**10 minutes before the actual webinar:**

Turn off or move cell phones, tablets and other devices far away from your computer – they can cause interference.

Close down as many applications as possible on your computer.

If possible, shut down other phone ringers (or other noisy devices) in the area.

**During the webinar:**

Remember to relax and enjoy the presentation and conversations! If you have a problem, contact the organizer for help using the chat function.

**When you are not presenting or not taking part in a panel, please mute yourself by clicking on the microphone symbol in the “grab bar” or tab on the left of your control panel. Remember to unmute yourself if you’d like to speak!**

When it is your turn to present, the organizer will turn over screen control to you. You’ll need to accept that control by clicking where indicated.

If you are running slides on your computer, and you are using multiple monitors/screens, you’ll need to set which screens attendees will see. To select a specific screen or application:

1. On the Screen Tools pane, click the Screen button.

- or -

On the Presenter Grab Tab, right-click the Play button.

2. Select the screen or application you want to present.