



### **Tips and Best Practices for Your MBA Zoom Webinar or Meeting**

(Please note all of these topics can be addressed during a 15-30-minute Zoom Webinar run through. Run throughs are available, upon request, prior to the program to address any logistical and technical issues.)

- You will need a computer that has both a microphone and camera for the program
- Download Zoom. The platform is compatible with Windows, Mac, Linux, iOS, and Android. This is a very user-friendly platform. Please be sure to check for updates to Zoom prior to the program date. The MBA has held hundreds of programs over the past few years.
- Select where you will be sitting during your panel. Sitting in front of a window makes speakers appear as dark silhouettes. Unless, you select a virtual background your home/office will appear to the audience. We recommend selecting a location with good lighting and an appropriate background for your presentation.
- MBA staff will login to begin the program ten minutes prior to the start time (this may vary for conferences) to assist panelists with any technical or logistical issues. If your panel is not familiar with Zoom the MBA can hold a 15–30-minute run through prior to the program date. The program chair and/or panelists should contact MBA staff to request a run through and find a mutually convenient time.
- Zoom Webinars will begin as practice sessions that allow panelists to login prior to admitting the audience. Zoom Meetings will hold the audience in the waiting room and admit panelists prior to the program start time. Only when the panelists are ready, or it is the program start time will the audience be let in, and the program recording will start. We encourage you to login early.

- Panelists will receive their login information prior to the program in an email from [education@massbar.org](mailto:education@massbar.org). It could be directed to your spam or junk folder. MBA staff will send a follow up email for panelists to confirm they have received the information. Some firm/business servers block these emails mistaking them for spam. If you do not receive your login information please contact MBA staff and they will email the information directly to you.
- As a panelist your login information is unique. Please do not share it with other panelists or individuals. Attendees using a panelists login information will appear on camera as part of the panel. The registrant's login information is different. Please contact [sdassatti@massbar.org](mailto:sdassatti@massbar.org) or [mdantonio@massbar.org](mailto:mdantonio@massbar.org) with any questions regarding this.
- For Zoom Webinars the audience's cameras and microphones will be turned off. You will not be able to see or hear them. They can submit questions via the Q & A feature located at the top or bottom of their screen. The chat feature is also enabled to permit participants conversation. (The chat feature can be disabled upon request.) The audience cannot see the questions other participants submit, unless you would like us to enable this feature.
- For Zoom Meetings the audience's cameras and microphones will be turned on. Attendees will be muted upon entry but will have the ability to unmute themselves. While MBA staff can mute attendees again, they are not able to take away the permissions that allow attendees to unmute themselves repeatedly. MBA staff can remove attendees from the program if they are disruptive. Attendees must submit questions via the chat for Zoom Meetings as there is no Q & A feature available.
- Panelists can review the submitted questions and select the questions they wish to answer. The panel can answer questions as they come in or at the end of the panel. We recommend having a moderator or panel member designated to ask the questions to the panel. In Zoom Webinars using the Q & A feature is also possible to write an answer to the specific person who asked the question.
- You have the ability to screen share using the function on the top or bottom of your screen. This allows you to show power point presentations, websites, pdfs, or other materials. When you click on the screen share option Zoom will have you select from all the applications you have open the item you would like to share. The audience cannot see your screen during the selection process. PLEASE NOTE: once you have made the

selection the audience will be able to see your selection. For example, if you are screen sharing a website the audience would also see any other internet tabs or any bookmarks that appear at the top of your screen.

- The MBA has found it useful for moderators to outline the amount of time each speaker will have to speak on their topic, while also allowing time for questions. This can assist with keeping panels on schedule and planning adequate time for each topic.

### Survey and Poll Options

- If you wish to include a survey or poll in your CLE webinar or meeting please have the questions and answer options to MBA staff one (1) week prior to your program date.
- Poll Options: Poll questions can be launched during a webinar or meeting. Results are available immediately and can be shared with the audience live. Polls can be anonymous. Poll questions can have the following types of responses to questions:
  - Single Choice
  - Multiple Choice
  - Matching
  - Rank Order
  - Short Answer
  - Long Answer
  - Fill in the blank
  - Rating Scale
- Survey Options: Surveys can be launched automatically after a webinar or meeting ends. Surveys cannot be launched during a program. Survey results are not available until after a program. Survey answers can be anonymous. Survey questions can have the following types of responses to questions:
  - Single choice
  - Multiple Choice
  - Matching
  - Rank Order
  - Short Answer
  - Long Answer
  - Fill in the blank
  - Rating Scale