Tips and Best Practices for Your MBA Zoom Webinar

(Please note all of these topics can also be addressed during a 15-30-minute Zoom Webinar run through. Upon request we will set up a run through 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. The MBA has held dozens of programs over the summer using a quick logistical and technical run through without having issues during the actual program that impact the recording or presentation.
- 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 a suitable background for your presentation.
- MBA staff will login to begin the program ten minutes prior to the start time (this may vary for conferences) and begin a power point presentation that allows registrants to know they are in the correct webinar and how to submit questions.
- PLEASE NOTE: As a panelist when you login your camera and microphone will be live, and the registrants can see and hear you. We encourage you to login early but if you would prefer to be off screen please turn off your video and microphone using the menu at the bottom or top of your screen.
- Panelists will receive their login information prior to the program in an email from 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. If necessary, the email will be resent.

- As a panelist your login information is unique. Please do not share it with others, as they will appear on camera as part of the panel. The registrant’s login information is different. Please contact sdassatti@massbar.org or mdantonio@massbar.org with any questions regarding this.

- 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 audience cannot see the questions other participants submit, unless you would like us to enable this feature.

- 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. It is also possible to write an answer to the specific person who asked the question.

- You can 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.

- It can be 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 in keeping panels on schedule.

- To share the PowerPoint you need to have the PowerPoint open on your desktop. Then you select the screenshare option at the top or bottom of your Zoom menu. Do not select the options in the top row. Instead go to the rows below and click on the picture of the PowerPoint and then hit share. You will then be sharing the presentation. It is a straightforward process.