

# WEBINAR WHAT TO EXPECT

Thank you for being a presenter at an upcoming CWP-KT webinar.  
Learn what's next and what to expect below.

## PRACTICE WEBINAR

## WEEK OF WEBINAR

### WHAT TO EXPECT:

- Agenda review
- Check audio and lighting
- Run through presentation
- Practice presenter hand-off and control transfer
- Confirm details of live webinar
- Confirmation that webinar will be recorded and we have permission to share it with our members via the CWP-KT website.

### IMPORTANT

**MUST PROVIDE CWP-KT  
THE FINAL VERSION OF  
YOUR PRESENTATION**

## WEBINAR

## SCHEDULED DATE

### SIGN IN TO THE WEBINAR

- Join with your panelist link
- Sign in **20** minutes prior to the scheduled start time
- Review attendee list, provided by CWP-KT the day prior to webinar

**IMPORTANT  
STAY MUTED WHEN  
NOT PRESENTING**

### SET YOUR STAGE

- Adjust the lighting
- Be on the right level
- Frame your face
- Add visual interest
- Dump distractions
- Check what is shown behind you: ensure it is neat and tidy
- Quiet space
- Have some water nearby and ready

### PRESENTATION READY

- Close all your windows, browsers and tabs, leaving only the webinar browser tab open.
- Open your presentation and necessary applications
- Turn off your cell phone, email and IM apps on your computer

## POST-WEBINAR

### CWP-KT WILL PROVIDE:

- Final attendee list
- Results of in-webinar polls & post-webinar survey
- Any questions that were not answered in the Q&A session
- Webinar sessions will be available for future viewing via the CWP-KT website