SPEAKER GUIDE

Speakers are required to have the following:
- Computer
- Internet
- Webcam
- Telephone or computer microphone
- Presentation slides (such as PowerPoint or the like), if applicable

Webcasts are run through GoToWebinar (like Zoom or Webex). Speakers are given controls and run their own slides from their computer via screen sharing.

Speakers are still asked to send their presentations as a PDF to Christine ahead of the session at info@ohioplanning.org. The presentations will be posted to www.ohioplanning.org/planningwebcast at the conclusion of the session. All sessions are recorded and posted to www.youtube.com/planningwebcast.

Unless conducted within this introduction by the host Chapter or Division, speakers will self-introduce themselves at the beginning of their presentation.

Presentation Tips
- Quality graphics are a plus – lots of text is a negative
- Refrain from imbedded video/audio because of quality issues – instead send as mp4 to us ahead of the session
- Polls conducted in session for attendees are available for use and encouraged – just ask for details

Typical Session Agenda
12:45 PM ET   Speakers are to login via a provided link [webcams on]
1:00 PM ET   Program begins with introduction and housekeeping by Christine
1:05 PM ET   Presentations [webcams on or off]
2:00 PM ET   Q&A moderated by Christine [webcams on]
2:30 PM ET   Final housekeeping and close by Christine

Q&A
All attendees are in listen-only mode. To ask a question, attendees type them in the GoToWebinar questions box. Christine receives the questions as they come in; they are not viewable to speakers. Christine moderates the Q&A unless otherwise specified.

Speaker GoToWebinar Tips
https://support.goto.com/webinar/help/panelists-g2w010018