



Handout for UWRA Webinar Program Coordinators



Disclaimer: UWRA strives to present topics and speakers of interest to the membership but does not necessarily endorse the views presented.

OVERVIEW ZOOM MEETINGS VERSUS ZOOM WEBINARS

Features	Meeting	Webinar
Description	Interactive, collaborative, smaller groups, usually <50	Virtual lecture hall/auditorium, larger audiences, usually >50
Roles	<ul style="list-style-type: none"> • Host and co-host • Participant <ul style="list-style-type: none"> • Co-host appointed after mtg starts to help manage the meeting, e.g. “admitting” participants to meeting, start recording • Alternative host is a person with a second zoom paid license, able to “start” a meeting 	<ul style="list-style-type: none"> • Host and co-host • Panelist(s) • Attendees
Video sharing	All participants	Host and panelists
Audio sharing	<ul style="list-style-type: none"> • Participants can mute/unmute their own • Host can set all muted upon entry 	<ul style="list-style-type: none"> • Only host & panelists can mute/unmute their own audio • Attendees join listen-only • Host can unmute one or more attendees
Screen sharing	X	X
Participant list	Visible to all participants	Visible to hosts & panelists
Chat	In meeting chat	Webinar chat
Meeting reactions (clap/thumbs up)	X	n/a
Non-verbal feedback	X	Only raised hand
Q&A	n/a	X
Polling	X	X
Recording	X	X
Waiting room	X	n/a
Password required to join	X	X

UWRA ZOOM WEBINAR ROLES & RESPONSIBILITIES

	Host/Co-host	Program Coordinator(s)	Panelist /Speaker(s)	Attendee
Zoom platform		<ul style="list-style-type: none"> Confirm with speaker(s) comfortable using Zoom Webinar If not, inquire if speaker would like a pre-webinar practice session Email sandi.haase@wisc.edu 		
PowerPoint slides		<ul style="list-style-type: none"> Needed 10 days prior, email to sandi.haase@wisc.edu 		
Posting PowerPoint slides		<ul style="list-style-type: none"> Confirm approval to post PPT on website prior to program Email sandi.haase@wisc.edu 		
Recording		<ul style="list-style-type: none"> Confirm approve to record and post on YouTube with link on UWRA website 		
Q&A		<ul style="list-style-type: none"> Confirm speaker willing to take questions Confirm if Q&A portion can be recorded 		
Speaker info needed		<ul style="list-style-type: none"> Send speaker(s) email to sandi.haase@wisc.edu 		
Equipment	Desktop/laptop	Desktop/laptop	Desktop/laptop	Desktop/laptop/mobile/phone
Event registration	<ul style="list-style-type: none"> Receive a special email with a unique link to webinar 	<ul style="list-style-type: none"> Receive a special email with a unique link to webinar 	<ul style="list-style-type: none"> Receive a special email with a unique link to webinar 	<ul style="list-style-type: none"> Register on UWRA website as in past Receive registration confirmation and meeting reminders. <p>NOTE: Meeting reminders will include Zoom webinar URL & call information</p>
Day of Webinar	<ul style="list-style-type: none"> Log-into webinar using unique emailed link -- 30 minutes prior to start of seminar for set-up testing Greet attendees General overview of how webinar operates and features Introduce Program Coordinator for purpose of introducing the speaker(s) 	<ul style="list-style-type: none"> Log-into webinar using unique emailed link -- 30 minutes prior to start of seminar for set-up testing Introduces speaker Monitor Attendee Q&As and pose questions to speaker(s) Thanks speaker, attendees and “adjourns” the meeting 	<ul style="list-style-type: none"> Log-into webinar using unique emailed link -- 30 minutes prior to start of seminar for set-up testing 	<ul style="list-style-type: none"> Download handout from website (Resources/ presentations) Log into webinar at start time

UWRA WEBINARS –FLOW OF SESSION & WHO DOES WHAT

INITIAL WEBINAR SCHEDULE

- Host (Sandi) schedules Zoom webinar
Needs the email for each speaker, and copy of PowerPoint slides for posting on website (10 day prior to the presentation)

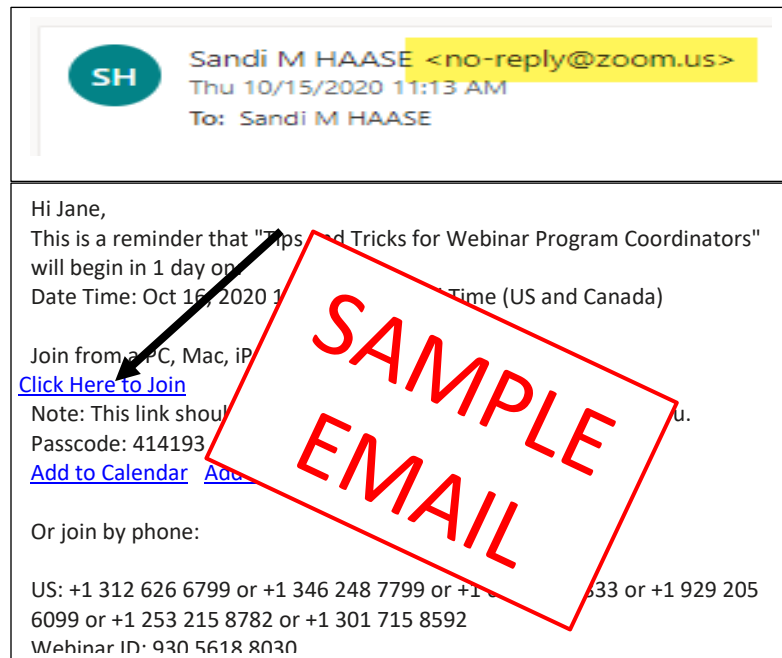
NOTE: On day of program, it is suggested that the Program Coordinator have a copy of the speaker's PPT on their desktop in the event technical issues.

- Speaker(s), program coordinator(s), and technical staff receive a unique Zoom invite that includes a unique Zoom link to the webinar. **Do Not Share** the email and link with others.

NOTE: Email invite reminder is sent 1 day and 1 hour before the scheduled seminar.

SPECIAL NOTE TO PROGRAM COORDINATORS

This meeting invite is sent from directly ZOOM (see below). **(WHEN YOU ARE THE PROGRAM COORDINATOR, DO NOT REGISTER FOR THE PROGRAM IN WILD APRICOT)**



DAY OF THE EVENT / PRESENTATION

- Host (Sandi) starts the webinar in “set-up” session – 30 minutes before start of seminar.
- Speaker(s), program coordinator(s), and technical staff **logon 30 minutes** prior.

Goal of set-up is to ensure all speaker(s), program coordinators, and technical staff are ready for session, that speaker(s)' PowerPoint slides are able to be shared, and ensure everyone is aware of how the session will flow.

NOTE: If speaker(s) and/or program coordinator(s) would like an additional session to practice and feel comfortable using Zoom Webinar before the seminar, contact Sandi.

PROGRAM IS STARTED

- Out of respect for participants who connect on time, and to ensure that the program starts at the announced time, webinars are **opened to attendees 5 minutes** before the scheduled presentation start time.

HOST (SANDI) ROLE / DUTIES / RESPONSIBILITIES

- Starts broadcast of webinar
- Greets the attendees & thanks them for attending
- Reviews best practices for webinars (PowerPoint)
- Use of Q&A for questions
- Reminds attendees of survey at the end of the session
- Introduces the Program Coordinator for the purpose of the introduction of the speaker(s)
 - Stops Host video
 - Mutes Host microphone
 - Starts webinar “recording”

PROGRAM COORDINATOR ROLE / DUTIES / RESPONSIBILITIES

At beginning of seminar:

- Welcome everyone
- Remind attendees about pantry donations

“This year the Board of Directors unanimously selected Open Seat as the sole food donation recipient. Open Seat is a student-run food pantry on campus that strives to alleviate food insecurity for students. Please consider donating to Open Seat with a check payable to UW Foundation, with “Open Seat” on the memo line. Donations can be mailed to the UWRA Office.”

- Introduce your speaker(s)
 - Stop your video
 - Mute your microphone
- Monitor Q&A box

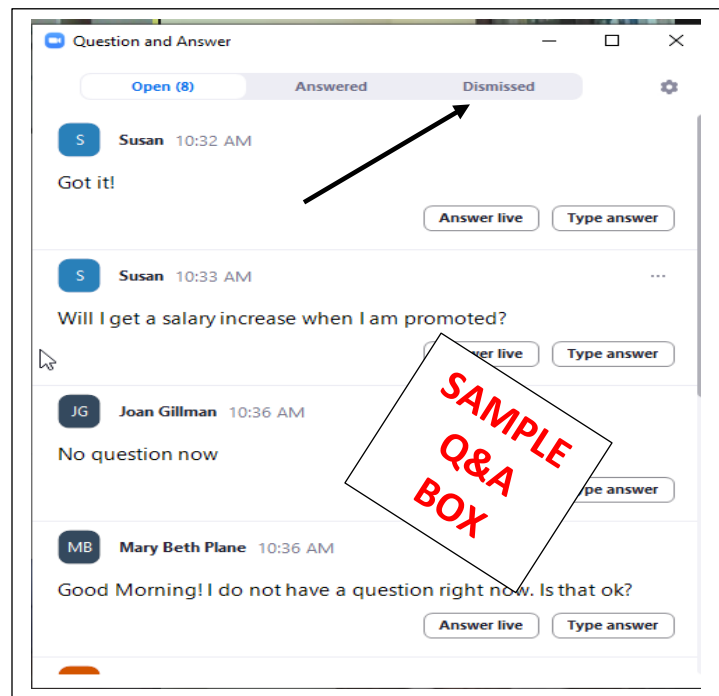
When Speaker presentation done:

- Start your video
- Unmute your microphone
- Pose questions for speaker
- Dismiss questions when asked

NOTE:

Watch for activity in CHAT box.

If you see participant activity in CHAT -
-- then remind attendees to be sure to use Q&A for speaker questions.



When Q&A portion is done:

- Thank the speaker for sharing their time and expertise
- Thank the audience for attending
- Remind the audience of the importance of the survey which helps in future programming
- Hope to “see” you at the next UWRA program. Enjoy your day – so long for now!

(this is the cue to Host to END the session)

QUESTIONS FOR SPEAKER(S)

PRESENTING TO UWRA IN A VIRTUAL FORMAT

1. Are you comfortable with the Zoom Webinar application?
2. Are you planning to show PowerPoint slides from your own computer or use some other format through screen sharing on ZOOM?
3. May we record your presentation so that members unable to participate in this live seminar can view it online? (We share a link with our members to YouTube to view your seminar. So, the seminar is not be exclusively available to UWRA members.)
4. Would you be willing to have us post your slides on our website before you give the seminar? Members like to have handouts to help members follow our in-person seminars, and we think they might like to have slides in advance to help them follow the online presentation.
5. Are you willing to take questions from listeners after you have completed the seminar? We can collect questions before the presentation and have one of our members manage live questions through the "Q&A" feature of the ZOOM webinar application.
6. Is there anything else that we need to know in order to make arrangements for this presentation?

SAMPLE SPEAKER CONFIRMATION EMAIL

Dear _____:

Thank you again ever so much for agreeing to speak (virtually) to members of the University of Wisconsin Retirement Association (UWRA) on **November 18 from 10:00 - 11:30** on the topic: Well-being is a Skill: Lessons for the Current Pandemic. Since we are just about a month away, I'm writing to re-confirm and provide a bit more detail about how our virtual sessions are now operating.

UWRA is now using the Zoom Webinar platform for its programs. We have offered three this way so far this fall with attendance well over 100 for each. They seem to be going really well. Our Executive Director, Sandi Haase, sends a unique link to each presenter and attendee well in advance of the program and they also get reminders one day and one hour prior to the session. Sandi, the presenter, and program coordinator (me, in our case) go online a half-hour prior to the session to make sure everything is working. Sandi will schedule an additional setup/practice session a few days before that if the speaker would like.

Most speakers have been using PowerPoint slides which they share from their computer when the program begins. Videos can also be shared in the same way. Slides and/or video are optional, of course. UWRA members have often found it helpful to have the slides in advance so we have been posting a copy of those on the UWRA website prior to the program if the speaker is willing to share them (typically a week to ten days in advance of the program). We have also been recording the programs and posting them afterwards if the speaker agrees.

Zoom Webinar allows participants to type questions during the presentation using a Q & A button. We have been having the program coordinator keep track of questions and pose them to the speaker at the end of the session, so the speaker does not have to monitor questions and speak at the same time. So, it would be good to plan for some Q & A time within our program time period.

Your presentation has been listed on the UWRA website events page at: <https://uwramadison.org/> and will be featured in **the November newsletter, *The Sifter***, which is coming out soon. Sometime in the near future, it would be helpful to know whether you would like to plan for a setup/practice session other than the half-hour prior to the program start, whether you plan to use slides and would be willing to share them in advance, and how you feel about recording the program. And I'm happy to try to answer any other questions you might have at this point.

Thank you again for being willing to give this session for UWRA members! I look forward to being in touch again soon.

Sincerely,

SAMPLE ZOOM LINK EMAIL

TO UWRA WEBINAR PANELIST(S)/SPEAKER(S), PROGRAM COORDINATOR(S) AND TECHNICAL STAFF

Below is a sample of the email that the speaker(s), program coordinator(s), and technical staff receives when the webinar is scheduled.

Each UWRA webinar is scheduled with a “setup session” which allows for speakers, program coordinators and technical staff the opportunity to get acquainted with Zoom Webinar controls before starting your webinar.

UWRA host will “start” the webinar for the set-up session **30 minutes** before the webinar is scheduled to begin. We ask that speakers, program coordinators and technical staff join the session 30 minutes prior to the start of the seminar to ensure no technical issues.

NOTE: The link in the email is unique to you as presenter/coordinator/technical staff. **DO NOT SHARE IT WITH ANYONE.**

From: Sandi M HAASE<no-reply@zoom.us>
Date: Tue, Sep 29, 2020 at 12:24 PM
Subject: Panelist for xx
To: panelist name <xxxxxxxxx@xxxxxxxxxxxxx.xxx>

Hi Panelist,
You are invited to a Zoom webinar.
Date Time: Oct 6, 2020 10:00 AM Central Time (US and Canada)
Topic: xxxxxxxxxxxxxxxxxxxxxxxx

Join from a PC, mac, iPad, iPhone or Android device:
[Click Here to Join](#)
Note: This link should not be shared with others; it is unique to you.
Passcode: 414193
[Add to Calendar](#) [Add to Yahoo Calendar](#)
Description: COVID-19 has disrupted our lives. Join UWRA retirees as Dr, Maki addresses the Disease, how it spreads, treatment and pandemic control.

Or iPhone one-tap:
US: +13126266799,,91602316004# or +19292056099,,91602316004#


Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or
+1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782
Webinar ID: 916 0231 6004
Participant ID: 355123
Passcode: 414193



SAMPLE WEBINAR REMINDER EMAIL

TO WEBINAR SPEAKER(S), PROGRAM COORDINATOR(S) AND TECHNICAL STAFF
1 DAY AND 1 HOUR PRIOR TO THE START OF THE UWRA WEBINAR

Reminder: UWRA-Webinar Test the Water! starts in 1 hour

 Sandi H <no-reply@zoom.us>
Wed 9/9/2020 5:05 PM
To: Sandi M HAASE

Hi Sandra Haase,

This is a reminder that "UWRA-Webinar Test the Water!" will begin in 1 hour on:
Date Time: Sep 11, 2020 01:00 PM Central Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.
Passcode: 732660
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or join by phone:

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782
Webinar ID: 993 7401 3380
Passcode: 732660
International numbers available: <https://zoom.us/j/abOmjP7KE2>

You can [cancel](#) your registration at any time.

SAMPLE POST-SEMINAR EVALUATION SURVEY

Thank you for attending the webinar

Please take a moment to fill out the survey below. This survey is anonymous.



1. What is your zip code?

2. On a scale 1-5 (with 1 being low) please rate overall satisfaction with the speaker(s)

Very dissatisfied					Very satisfied
1	2	3	4	5	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. On a scale 1-5 (with 1 being low) please rate overall satisfaction with the information provided by the speaker(s).

Very dissatisfied					Very satisfied
1	2	3	4	5	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Would you be interested in hearing this topic again in the future?

- Yes
- Maybe
- No

5. Would you recommend today's speaker(s) be invited to present some/similar topic in the future?

- Yes
- Maybe
- No

6. Would you attend a presentation on a related topic in the future?

- Yes
- Maybe
- No

7. Did today's seminar raise additional questions or topics or speaker(s) you would like to see in the future? If yes, please elaborate:

8. Do you have any additional comments or suggestions for UWRA?

9. Thinking about participation: We welcome new members. If you would be interested in serving on our committee, please tell us how to get in touch with you:

Submit