



Presenting an MBA CSEA Webinar

Thank you for agreeing to share your knowledge and expertise with our members as a presenter for our upcoming webinar. We appreciate your taking the time to help us provide a value-added benefit to our membership. The following information and steps will help ensure a successful webinar.

MBA CSEA uses ReadyTalk for our webinar technology. This platform was selected based on functionality and ease of use for our staff and volunteer committee members and speakers, as well as the fact that participants do not have to download software in order to view the webinar.

1. Prior to the webinar, please visit the link below to make sure your computer is set up and has the necessary software.

<https://www.readytalk.com/products-services/integrations/connectivity/web-meeting-plugin>

Once you have downloaded the software, visit the following link to run a test to ensure your system is ready: <https://core.readytalk.com/interface/chairpersonTest.jsp?host=readytalk>

If you have trouble downloading the software, please contact technical support for ReadyTalk, MBA CSEA's webinar software provider:

U.S. and Canada: [800.843.9166](tel:800.843.9166)

International: [303.209.1600](tel:303.209.1600)

Email: help@readytalk.com

2. Log in to the webinar 30 minutes in advance, using the login information that will be provided by MBA CSEA the day before the event. You will use the same login that is provided to all attendees. There is not a separate login for presenters. You will be set up as a presenter once you log in. Be sure to log in to the web portion, as well as dial using the phone number provided so that you can participate in the audio portion.
3. Please connect using your phone's audio if possible (not your computer's VOIP), as this is the best way to ensure a clear connection with minimal background noise. A headset is strongly recommended, rather than your phone's speaker function.
4. Once you have logged in, our team will promote you to a presenter which will allow you to advance your PowerPoint slides or other materials. Note: if this is your first time being promoted to a presenter, you may have to download a plug-in or software update, which may take a few minutes. A new window will pop up, showing the meeting controls. Be sure to look for this pop-up window to help guide you through the process.
5. If you are comfortable doing so, we recommend you share your web cam during the presentation. This greatly enhances the experience for the participants and provides a "human element" to the webinar .
6. Before the Webinar begins, our team will place all participants in "Listen Only" mode in order to prevent background noise. Your phone line will then be unmuted so that participants can hear you speak. Q&A will be managed by our Facilitator through the chat function, in order to allow



MBA Career Services & Employer Alliance

Setting the Standard. Connecting the Industry.

speakers to focus on their presentation delivery.

7. If you are using a PowerPoint presentation that has animation (i.e. transitions or effects on the slides), you will need to share the application on your desktop. To do so, make sure PowerPoint is open on your computer and then select the "Share" button at the top of the screen. Select PowerPoint from the dropdown list. If you will be sharing more than one application (for example, toggling in between PowerPoint and an Internet browser), you will need to share your entire desktop with participants. If you do this, please be sure to close all other programs and notifications on your computer in order to minimize distractions.

If your PowerPoint presentation does not have animation, our team will have the slides uploaded into the presentation software prior to the start of the webinar. You will advance your slides using the arrows, as described in the print screens below.

8. In order to share a video/audio with the audience, the video will need to be uploaded into the presentation software by our team in advance of the webinar. The software does not support sharing of video/audio through a screen share (i.e. on a web site). Please be sure the video is less than 300 MB in order to facilitate the upload.

Technical Support During a Webinar

Our team can provide limited technical support during the webinar. In order to receive additional support, select the "help" button at the top of the screen, or call: 800-843-9166.

Print Screens for Reference

Controls screen:

This is what you will see once you have been promoted to presenter.

The screenshot displays the ReadyTalk Conference Controls interface. On the left, there are three callout boxes with arrows pointing to specific sections: 'Participants who have logged in on the web site' points to the 'Participants' list; 'Participants who have dialed in to the phone/audio' points to the 'Audio' list; and 'Group chat' points to the 'Chat' window. The main interface includes a top toolbar with buttons for 'Stop Meeting', 'Start Recording', 'Share', 'Add Co-Presenters', 'Enable Webcams', 'Settings', and 'Help'. Below this is the 'MBA Career Services & Employer Alliance' logo and a 'Welcome to our Webinar!' message. A 'Reminders' section lists instructions for participants. The bottom section shows a 'Presentation' slide deck with four slides: '1. Welcome to our Webinar!', '2. 2017 VOLUNTEER ORIENTATION', '3. GOALS', and '4. ORGANISATION BACKGROUND'. At the very bottom, there are 'Insert & Manage' buttons (Slides, Polls, Video, Delete) and 'Markup Tools' (Previous, Next, Full Screen).

Participants who have logged in on the web site

Participants who have dialed in to the phone/audio

Group chat

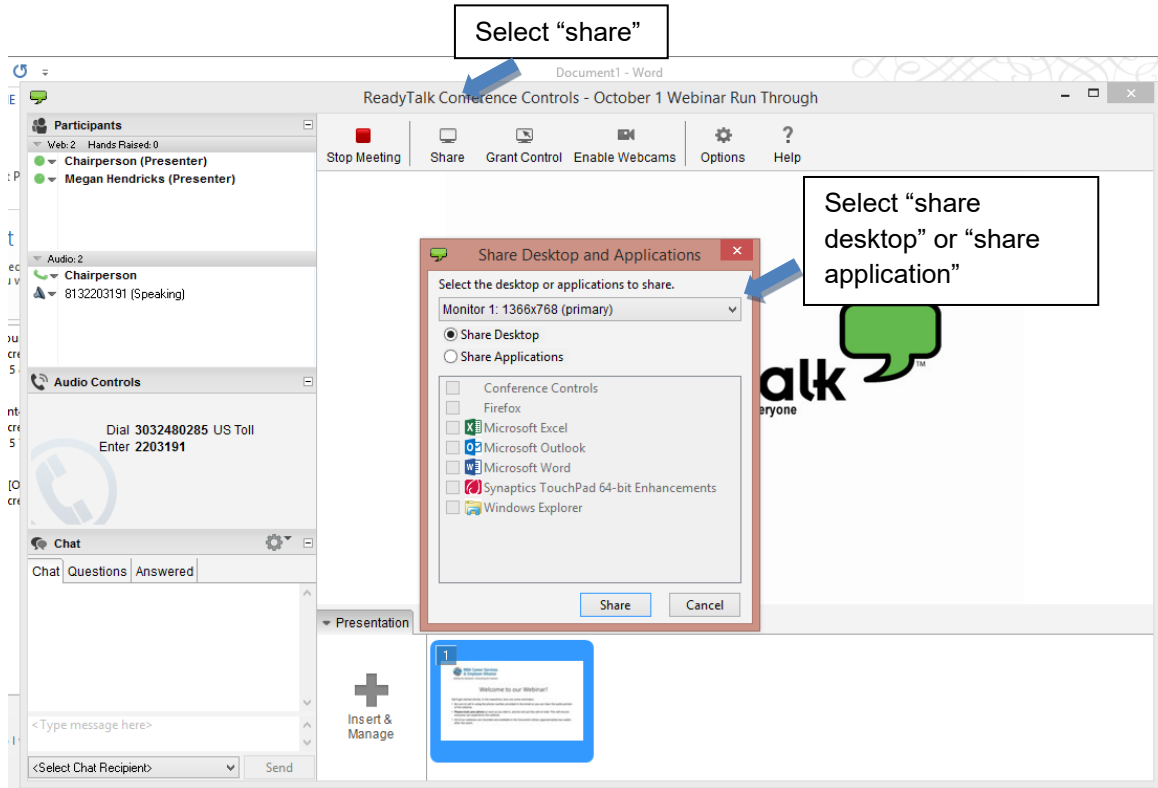
Advance PowerPoint slides (if not sharing your desktop)



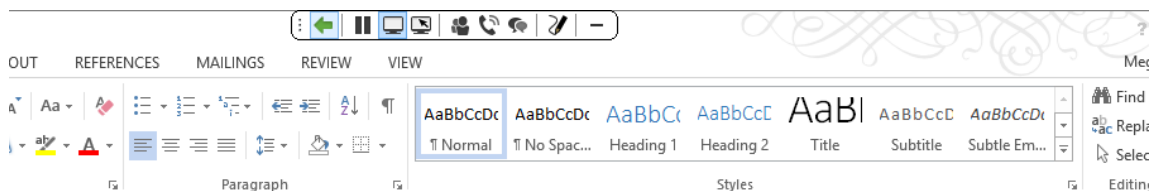
MBA Career Services & Employer Alliance

Setting the Standard. Connecting the Industry.

To share your desktop or application:



Click the green
button to stop
sharing.





MBA Career Services & Employer Alliance

Setting the Standard. Connecting the Industry.

What participants see during the webinar:

