



Best Practices – Webinars

Deadlines

- ✚ The material/information needed to build the event and open registration is due 5-weeks prior to the event.
- ✚ The final presentation material (deck and/or MP4) is due 1-week prior to the live event. This submission should be considered final.

Invites to the Live Event

- ✚ Only the presenter(s) should receive invites to the live event.
- ✚ Invites are unique to those who receive them and cannot be shared with others.

Logging Into the Event

- ✚ It is requested that all event participants login 30-minutes prior to the event.

Presenter Audio/Video Checklist

- ✚ Prior to your event, please [download this PDF](#) for best practices for presenter device setup for your event.