Presenter Hints and tips for successful webinar

1. Save the joining link send by email for the Main Conference Room into your diary for the date and time of the session which includes your presentation. You will also get a reminder link 1hr before the session.

2. Join the session 5 minutes before the whole session starts (do not just join 5 minute before your talk is due to start, its important you join at the beginning of the first talk in the session for a sound check etc).

3. When asked, “raise your hand” to identify yourself as a presenter (you will be made a panellist so you will be able to answer questions later on)

4. **Keep yourself on Mute** and do not turn on Webcam until the chair asks you to. You will be muted by the organiser if your microphone is left on and creates background noise.

5. You will be able to see some written questions come in and can think about your answer but **DO NOT write a response**. Questions will be answered verbally.

6. When your recorded presentation has finished you can UNMUTE and if you have one, you can turn on your Webcam (tip - check your phone is off so you want be disturbed by ringing when you are speaking live!).

7. The Chair will introduce you and will select questions to read out for you to answer. The Chair will tell you if we cannot hear you for any reason, and if you cannot fix your microphone you can then answer the questions in writing and the Chair can read them out.

8. When your session time is up, the Chair will close the questions and ask you to MUTE and turn off your webcam

9. If you have run out of time and there are any unanswered questions you can now type a response in the Question panel.

10. You can continue discussions with delegates in **the Rankine Linkedin Group** if necessary.

11. Any problems? Go to the Live Conference Help Desk or email us at rankine2020@gmail.com