



# Presenter Checklist

## What to Consider...

### Minimum System Requirements:

Before you present a webinar you must first check that you have met the following criteria;

- Microsoft Internet Explorer 8.0 and up | Firefox 1.x and up | Google Chrome 8.x and up
- Opera 7.11 and up | Safari 5.05 and up | AOL 9
- Windows 7 and up | MAC OS X 10.4 and up | Linux | Android 2.2 | IOS (for iPhone 4 and up - iPad)
- Adobe Flash Player 10.2 and up (latest version preferred)
- Web Conference: 256kbps Upload / 256kbps Download (without video)
- Web Conference: 350kbps Upload / 350kbps Download (with webcam video)
- Active telephone line able to dial externally.
- Backup telephone line / mobile line recommended

### Confirm or download the latest versions of Flash

- [Confirm your current version of Flash](#)
- [Download the latest version of Flash](#)

### Presentation Materials:

Before you present a webinar it is very important that you fulfil the following;

- The PowerPoint Presentation is uploaded to the webinar library/slides area
- Your video is converted to Flash and uploaded separately to the movie player OR, you know the YouTube links you would like to play
- If you are a MAC user and use Keynote, you are able to screen share (Java software is required for this)
- If you screen share Keynote you do not have embedded video

**Note:** For further support or assistance on system requirements and compatibility please contact Redback Conferencing on 1800 733 416

[Click here to watch the What to expect Video](#)

[Click here to view the Presenter Handbook](#)