

# Web Conferencing

## Before Your Web Conference

- Send out a clear and concise agenda
- Clearly identify what is expected of your participants
- Include web conference connection details and any special instructions
- Send regular reminders during the lead up
- Ensure the computer you are using has all necessary software requirements – (Flash and Java or Present for Windows)
- Test your internet upload and download speeds to ensure you have enough capacity
- Ensure there is no conflicting scheduled event within your office that might interfere with your internet bandwidth

## During Your Web Conference

- If you are a participant, attend on time
- If you are an organiser, attend several minutes early
- Web Conferencing users often use an accompanying teleconference. If this is applicable, follow the “Teleconferencing Best Practice Guide”
- Move slowly between applications to ensure those with slower internet connection speeds are still with you
- Close down all applications on your computer that you do not plan on using during your presentation
- Turn off any email alerts instant messenger application. The last thing you want is a screen pop up to appear as you share your screen with your participants
- Encourage participants to “Raise their Hands” to indicate if they have a question.
- Use the “Send File” application to send information to your participants at the appropriate times
- Use the “Polling” application to engage your participants and get them involved

## After Your Web Conference

- Send thank you emails to your participants as well as any follow up information promised – it’s a nice touch!
- If you recorded your web conference send the recording to your participants whether they attended or not
- Where possible, inform your participants of any upcoming web conferences – get in early!
- Ask for feedback! If you are planning on holding regular web conferences ask your participants what they would like to see more of