PAR WEBCAST SPEAKER INFO

PREPARE

1. **Your Details:** Review your webcast title, description, and your presenter bio here: https://mypar.org/webcasts/ Notify us if any changes are needed.
2. **Slides:** Are due 1 full week prior to your webcast. Please note that slides must use the PAR slide deck template.
3. **System Prep:** All panelists should test their computers and download ZOOM. You can download zoom by visiting https://zoom.us and clicking the download link on the homepage.
4. **Sound Check:** Secure a quiet room you can use for 90 minutes during the Webcast. Prepare your audio. A landline is best for audio. You can use a landline headset for hands-free presenting. You should not use a speaker phone.
5. **Just in case:** Print a hard copy of your slide presentation for use if there are any technical issues.
6. **Terms:** All PAR webcasts are the sole property of the Professionals for Association Revenue. By presenting you are agreeing to the PAR Presenter Terms & Conditions.
7. **Tips for your presentation:** If you have more questions, please view the PAR Presenter Center for more details.

PROMOTE

1. **Spread the word:** Let your audience or customers know: PAR appreciates your point of view and will include you in the PAR speaker bureau. We want the experience to be mutually beneficial for you. PAR webcasts are exclusive for PAR members, but you can still share your participation with anyone you feel would benefit or elevate the session. If you would like to promote your webcast, use: https://mypar.org/webcasts/ and open your webcast page to link to. PAR Members use this link to register, join the live webcast, and view the archive recording.
2. **Get social:** Click on the share icons on that page, below the webinar description, to promote on Facebook, LinkedIn, or Twitter.

DAY OF WEBCAST

Panelist Practice starts at 12:00pm EST.
The Live webcast starts at 1:00pm EST.

1. 30 minutes before your live webcast, visit the **webcast page** and click on your webcast.
2. Login to the website or if logged in, click "Join" to join the webcast. The Host will then allow you into the webcast.
3. Next, follow the audio instructions to join the audio teleconference via a hard-wired phone.
4. You can also find the dial-in instructions in the "unmute" area in the lower left of your toolbar. Click the up arrow and select switch to phone audio.
5. We will walk through the flow and any technical processes before starting the live webcast.

We look forward to working with you! Please let me know if you have any questions.

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