



Zoom Webinar, Helpful Hints

1. Scheduling a Zoom Webinar

- Email Jessica Williams (j.williams@law.umaryland.edu) or Heather McKlveen (hmcklveen@law.umaryland.edu) with the following:
 - Title and Description of event
 - Date and Time (ex. 12:00 to 1:30pm)
 - Host/Co-Hosts name and email
 - Panelists name and email
 - If you desire a survey or polling for your webinar; we'll work with you directly to setup.

2. What to tell your panelists:

- Co-Hosts/Panelists receive an initial Zoom invite with the Start Webinar Link ([featured in blue box below](#)); the same invite is sent the day of and day before the event.
- Example of the Zoom invite:

Hi Paula Monopoli,

Maryland Carey Law Events Team (events@law.umaryland.edu) invited you to a Zoom webinar as alternative host.

Topic: WLE Webinar Series: Maryland Carey Law Alumnae Leading the Way

Time: Oct 20, 2021 12:00 PM Eastern Time (US and Canada)

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

[Start Webinar](#)

As a host, you have the ability to start and end the webinar.

If the above button is not clickable, try copying and pasting the following link into the address bar of your web browser

<https://umaryland.zoom.us/j/95204180080>

Or join webinar with the following methods

Phone one-tap

Phone one-tap: US: [+13017158592](tel:+13017158592), [95204180080](tel:+13017158592)# or [+13126266799](tel:+13126266799), [95204180080](tel:+13126266799)#

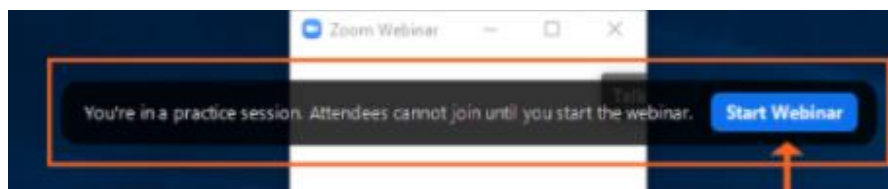
- Co-Host/Panelists must click Start Webinar ([featured in blue box above](#)) to join the scheduled Practice Session.

3. Zoom Webinar Practice Sessions:

- Practice Sessions occur 15/20 minutes prior to the scheduled Webinar. Use this time to discuss the roles of the Host/Co-Host/and Panelists. If

anyone is sharing a presentation preview and test. Jessica or Heather can assist with questions regarding presentation sharing.

- **NOTE:** Once all panelists are in the Practice Session, before you begin the Webinar, ask panelists to smile for a screenshot. Use this shot to recap the event on social media accounts and you can send it to law-news@law.umaryland.edu to be considered for inclusion on the school social media accounts and the magazine.
- When the Practice Session ends, the Host/Co-Hosts will start the Webinar by clicking the Start Webinar button at the top of the page; at that time recording begins automatically.



4. Q&A vs. CHAT

- Q&A functions are enabled, Host/Co-Hosts/and Panelists can see and respond to questions as they appear or answer the questions live. Attendees cannot see questions.
- Unless requested by the Host, chat is disabled for audience members but can be used by Host/Co-Hosts/and Panelists to communicate with each other.