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 Menopolis,
     - 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
     - [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**
         - **US**: +13017158592, +13017158592, +13017158592
         - **thought:** 95204180080

     - 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.

- 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.