A Webinar About Webinars

Tips & Tricks from a Pandemic Year

St. Louis County Library
Welcome!

Melissa Bauer
Assistant Manager, Adult Services

Sarah Steele
Adult Services Specialist
What is a Webinar?

- Only panelists can be seen and heard
- Attendee camera and microphone are not active
- Limited attendee interaction
- Large attendance possible
Why Webinars?

- Pre-recorded content was clunky and not as engaging
- Small group meetings fill up quickly
- Meetings with more than 25 attendees are difficult to manage
- Many patrons don’t want to or can’t be on camera
- Good for any “lecture style” presentation or tutorial
Setting Up Webinars with Outside Partners

- Scheduling and contracts
- Practice session
- Limited pre-recorded content
- Reminder emails
Setting Up Webinars with Branch Staff

- Clear expectations for technology and professional appearance
- Confirmation email with logistics sent to staff and their managers
- Provide staff training opportunities
Zoom Panelist Invites

Panelists get their own link.

Readers Advisory <no-reply@zoom.us>
to me

Hi Sarah Steele,

You are invited to a Zoom webinar.

Date Time: Mar 15, 2021 07:00 PM Central Time (US and Canada)
Topic: Virtual Program: What Would She Read?

Join from a PC, Mac, iPad, iPhone or Android device:

- Click Here to Join
- Note: This link should not be shared with others; it is unique to you.

Add to Calendar  Add to Google Calendar  Add to Yahoo Calendar

Set up automatic reminders.

Invitations

- Select Email Language: English
- Email Contact: Readers Advisory, readersadvisory@slcl.org
- Invitation Email to Panelists
- Confirmation Email to Registrants  Send upon registration
- Reminder Email: Send 1 hour and 1 day before webinar
- No follow-up email to Attendees
- No follow-up email to Absentees
Settings During Scheduling

- Allow for one hour between events on the same account
- Enabling Practice Session
- Disabling Q&A
  - We prefer using chat for customer ease and quick response
- Automatically save chat transcript
  - Settings > In Meeting (Basic)
  - Applies to all meetings and webinars
Settings and Practices During the Webinar

- Practice Session half hour before program
- Renaming yourself and others
- Making panelists into co-hosts
- Allow attendees to chat with “All Panelists”
- Having a dedicated chat monitor when possible
- Knowing how to remove participants
- Virtual Sign In Sheets
Typical Program Intro

- All panelist cameras and microphones off until the program officially begins
- Slideshow of upcoming virtual programs
- Host introduces program, orients attendees to the Zoom features, and introduces the panelist(s)
- Promote upcoming related virtual programs
  - Drop the links in the chat
Welcome!
The program will begin shortly.

Please check out these upcoming programs on www.slcl.org/events
Virtual Program: Pollinator Gardens
Presented by University of Missouri-Extension

The program will begin at 2:00 p.m.
Until then, please enjoy the silence!
Please hold your questions until the end of the presentation.

so your camera and microphone are not active.

Today's program is in a webinar format.

Welcome!
Welcome!

Click here to open the chat box. Please type your questions or comments and then click “Enter.”
Virtual Programs

Virtual Program: Mock Tales Book Discussion
Monday, March 8, 7:00 p.m.

Virtual Program: What Would She Read?
Monday, March 15, 7:00 p.m.

Please register on the library’s events calendar to receive access to these Zoom events. [www.slcl.org/events](http://www.slcl.org/events)
Presenter

Flora Fauna
Master Gardener
314-555-5555
flora.fauna@gmail.com
Questions?

Melissa Bauer
Assistant Manager, Adult Services

Sarah Steele
Adult Services Specialist

adultservices@slcl.org

St. Louis County Library