

---

## WSBA CLE Mini-CLE Webinar Producer Checklist

As you prepare for your live webinar, it's important to review all the "need to know" details with your presenting team to ensure the webinar runs smoothly.

We will use the term "Producer" throughout this document – the Producer is the main organizer and Section contact responsible for working with presenters, developing the program, ensuring the materials meet accreditation requirements, and running the webinar day of the Mini-CLE. The Producer may also be serving as a Presenter or Moderator. These details should be confirmed before submitting the Mini-CLE Event Form.

### As Soon as Webinar is Confirmed

- Send a calendar invite to all presenters with the seminar details (date/time)
  - If using On24, WSBA will send a login link for producers and presenters. Add this link to the calendar invitation for the day of the seminar.
  - If using a third-party platform (e.g., Zoom), you will need to provide the link to the presenters.
- Review course materials requirements and webinar platform (On24, Zoom, etc.) information with your presenter(s).
  - **Please ensure that your presenters are aware that course materials (e.g., PowerPoint, handouts) are required to maintain MCLE accreditation per APR 11(h)(3).** The course materials should be thorough enough that attendees should be able to remember what was covered without having to take extensive notes.
- If using On24, the Producer must take a 1-hour Mini-CLE Producer training. Email [minicle@wsba.org](mailto:minicle@wsba.org) to set up a training time.

## 1-2 Weeks Before Webinar: Schedule A Test Run

- Send a calendar invite to all presenters and moderators for the test run
  - Include the presenter login link and/or dial-in instructions.
  - If using On24, advise everyone to log in from a laptop or desktop computer.
  - *Note:* WSBA staff is typically not present at the test run.
- Before the test run: Check review the presenters' course materials to ensure they meet accreditation standards (see above section).
- Conduct the test run
  - Define Roles: Who is the producer? Who is(are) the presenter(s)? Who is monitoring Q&A?
  - If using a third-party platform (e.g., Zoom), who will share their screen if using a PowerPoint?
- Define event flow (Producer begins and turns it over to X...Will the producer handle the polls or will the presenters? Will the producer read aloud questions to presenters?)
  - If using On24, at least one person must be logged in as a Producer to start and stop the webinar.
- Share the introduction and conclusion with everyone
- Train everyone to push slides, use the chat feature, manage Q&A (if necessary)
- Confirm everyone received the calendar invite with the live event details
- Confirm everyone knows to log in/dial in 15-30 minutes before the seminar event start time
- Remind everyone they must be on a stable high-speed Internet connection. Wi-Fi connections are acceptable if they are both strong and stable. Unstable Wi-Fi due to congestion or other causes can result in connectivity drops adversely impacting a live event.
- Remind everyone cell phones are not ideal; connections are easily dropped. Confirm that they are in a location that is free from background noise and distraction.
  - If presenters are logging in from the same location from two different devices, consider testing to make sure that there is no echo
- What if a presenter loses internet connection? What is plan B? ALWAYS have a plan B!

- If pushing out a video clip – test it!
- If using screen share - test it!
- **Please send a final copy of all course materials (PowerPoints, handouts) to [minicle@wsba.org](mailto:minicle@wsba.org) no later than 2 days prior to the webinar.**

## 15-30 Minutes Before Webinar

- Confirm everyone is on a stable high-speed Internet connection
- Confirm everyone is presenting from a headset or handset, no speakerphone or cell phones
- Soundcheck – have presenters slowly count to 10. If there is a bad connection, they should hang up and dial back in, or choose a different connection method.
- Have presenters confirm they can push slides at this time.
- Confirm the polls are in the correct location (if applicable)
- Prepare extra questions for Q&A session (if applicable)
- Remind everyone on the call to turn off all cell phones, email alerts, smart home devices (e.g., Alexa), etc.
- Review the flow of the event. Who will start the webinar? What’s the presenter's cue to begin speaking? Who will advance the PowerPoint?
  - If using a third-party platform (e.g., Zoom), who will share their screen if using a PowerPoint?
- Remind presenters what to do when the webinar starts/stops.
- If using a third-party platform (e.g., Zoom), remind everyone that recording is not allowed.
- If using On24, a WSBA staff person will be online shortly before the seminar begins and will make sure everything is running smoothly.

## During Webinar

- Tech Troubleshooting
  - *If you are using On24, most attendees’ issues can be solved by refreshing their browser or changing browsers (On24 is not compatible with Safari). If someone submits a tech issue to the Q&A or chat, tell them (via typing, no need to come on camera) to refresh*

or switch their browser. If tech issues that can't be solved by refreshing arise, please email [minicle@wsba.org](mailto:minicle@wsba.org).

- *If you are using a third-party platform* (e.g., Zoom), WSBA staff cannot assist with tech troubleshooting during the webinar. Contact the account owner or your IT team.
- Mute yourself when not speaking and make sure you are not muted when it is your turn to speak
- Speak clearly at a slow to medium pace
- **Important:** When addressing questions from the Q&A, please do not read attendees' names out loud.
- ENJOY YOURSELF! If you have fun, your audience will too!
- When ready, stop the event. Producers and Presenters should have discussed prior the procedures for ending the webinar.
  - **Note:** If using On24, stopping a webinar permanently ends the event. Once a webinar has been stopped (even if it has been accidentally or prematurely stopped), it cannot be restarted.