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## Presenting a WSBA Mini-CLE via On24:

### What Presenters Need to Know

- **Your Mini-CLE producer will send you the link to login as a presenter and is your main point of contact as you prepare for the presentation.** You will use the presenter link to login the day of the seminar, and you can use this link to do a test run before the presentation. If you want a calendar invite, please ask your Mini-CLE Producer to create one.
  - Do not share the presenter link – attendees receive a different link from WSBA to login.
- **Course materials are required to maintain accreditation and are due 2 days prior to the seminar.** Please email your final course materials to your Mini-CLE Producer no later than 2 days prior to the seminar.
  - Course materials can include a PowerPoint, articles, checklists, resources for further reading, and other handouts.
  - If you are using a PowerPoint, your Mini-CLE producer will upload it (plus your slide notes) to On24 so you do not have to screenshare.
  - **PowerPoint presentations must be in 16:9** (widescreen) size. You can change this in the Design tab of PowerPoint.
  - **If a PowerPoint is the only material provided**, it must be substantive enough to serve as the sole course materials (attendees should be able to remember what was covered without having to take extensive notes). WSBA reserves the right to ask for additions to the course materials to meet regulatory standards.
  - If using a PowerPoint, we recommend using fonts no smaller than 24pt for legibility. Please use a background and text color that are high contrast (e.g., white background with black text). WSBA reserves the right to ask for edits for accessibility/readability.
  - **If you are using videos**, please let your Producer know in advance so they can be set up to play properly. The screenshare feature of On24 does not have sound, so the Producer will need to manually set up any videos.
  - A PDF version of all course materials (including any PowerPoint being used) will be available for attendees to download directly during the presentation.
- **Attendees cannot turn on their camera and microphone** and can only interact via typing into the Q&A and Attendee Chat windows. This may affect how you want to structure your presentation.
  - Tell your Mini-CLE Producer and/or moderator if you would like to take questions throughout the presentation or save all questions until the end and

decide whether you would like to read questions yourself or if you'd like someone else to read the questions aloud to you.

- If there are multiple presenters: If you are not actively speaking (you are waiting your turn to speak) you can also type answers into the Q&A. We don't recommend typing while speaking/presenting.
- You can use interactive audience polls to create engagement. Please contact your Mini-CLE Producer if you want to use polls. We recommend planning to leave the poll on screen for at least 30-45 seconds to give everyone time to answer.
- Work with your Mini-CLE Producer to schedule a test run using the On24 platform. WSBA staff is typically not present at the test run so you do not need to contact WSBA to schedule the test run.