

## **Make a great U webinar – Checklist for presenters**

### **One month before your webinar.**

- ☐ Set your webinar topic
- ☐ Schedule your event in <https://u.cyberlink.com/user/webinar/upcoming>
- ☐ Create a webinar landing page for your audience register, such as Facebook events.
- ☐ Promote your webinar, such as creating a hashtag for your event and sharing the event in social networks.
- ☐ Start preparing your presentation materials, such as a PowerPoint

### **3 weeks before your webinar**

- ☐ Finish your presentation materials.
- ☐ Prepare your webinar equipment, such as webcam and microphone. A high resolution webcam and good quality external USB microphone can help you to be a professional presenter.
- ☐ Prepare a backup set of equipment as a plan B for your webinar.

### **2 weeks before your webinar**

- ☐ Create a practice U webinar session to rehearse your webinar.
- ☐ Refine your presentation materials if necessary.
- ☐ Review your event promotion results and create a second round promotion if needed.

### **1 week before your webinar**

- ☐ Create second U webinar rehearsal session.
- ☐ Finalize your presentation materials.
- ☐ Confirm what you will wear and a PerfectCam look if you are using PerfectCam during your presentation.
- ☐ Confirm the environment for your webinar. It's suggested that you use a white or plain color background. Lighting must be bright enough and light you from the front.
- ☐ Keep promoting your event.

### **3 days before your webinar**

- ☐ Send a reminder via e-mail to the registered audience.
- ☐ Keep promoting your event.
- ☐ Make sure you have sufficient and stable uplink bandwidth. A wired network is highly recommended. Use the bandwidth speed test tool to check your internet condition to ensure the network is sufficient and stable. Internet problems are the most common issues that cause disruptions during a webinar presentation.

### **Day before your webinar**

- ☐ Review the promotion results. If the webinar audience exceeds the capacity of your U webinar subscription plan, don't forget to upgrade it.
- ☐ Send a reminder e-mail to the registered audience.

### **Minutes before your webinar**

- ☐ Test your webinar equipment. Make sure your camera and microphone are set up and ready.
- ☐ Make sure you have a sufficient and stable uplink bandwidth. A wired network is highly recommended. Use the bandwidth speed test tool to check your internet condition to ensure the network is sufficient and stable.
- ☐ Upload your presentation material.
- ☐ Check your look in U Webinar preview window.
- ☐ If you use PerfectCam in your presentation, enable PerfectCam.
- ☐ Start your webinar!

### **During your webinar**

- ☐ Log audience questions if you can't answer during your webinar.

### **Post-webinar**

- ☐ Save your webinar.
- ☐ Send a thank-you e-mail to the audience and include a post-webinar survey if necessary, or answer the questions asked during the webinar.
- ☐ Publish your recorded U webinar URL in social networks if you would like more people to watch your webinar.