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# A Webinar About Webinars

— Tips & Tricks from a Pandemic Year —

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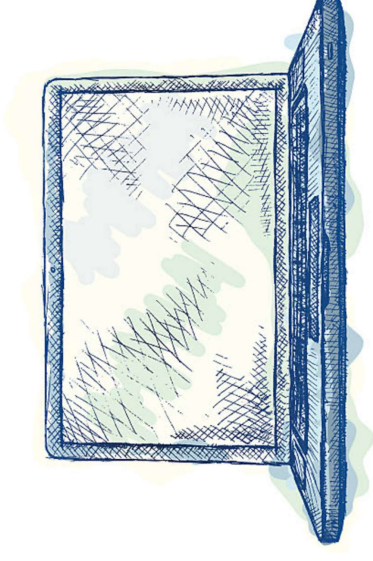
# Welcome!

## Melissa Bauer

Assistant Manager, Adult Services

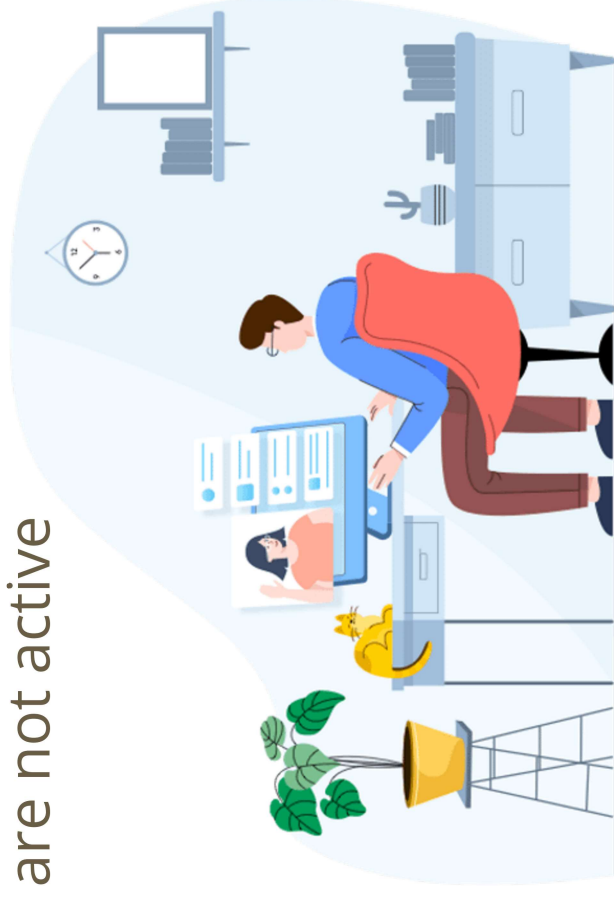
## Sarah Steele

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
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# Setting Up Webinars with Outside Partners

- Scheduling and contracts
- Practice session
- Limited pre-recorded content
- Reminder emails



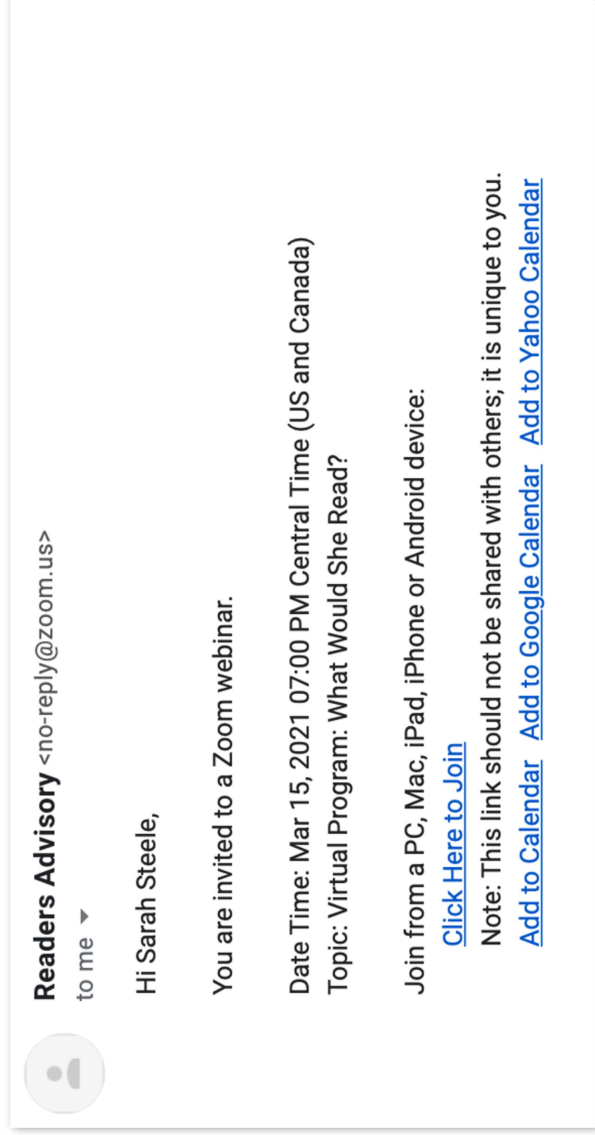
# Setting Up Webinars with Branch Staff

- 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,

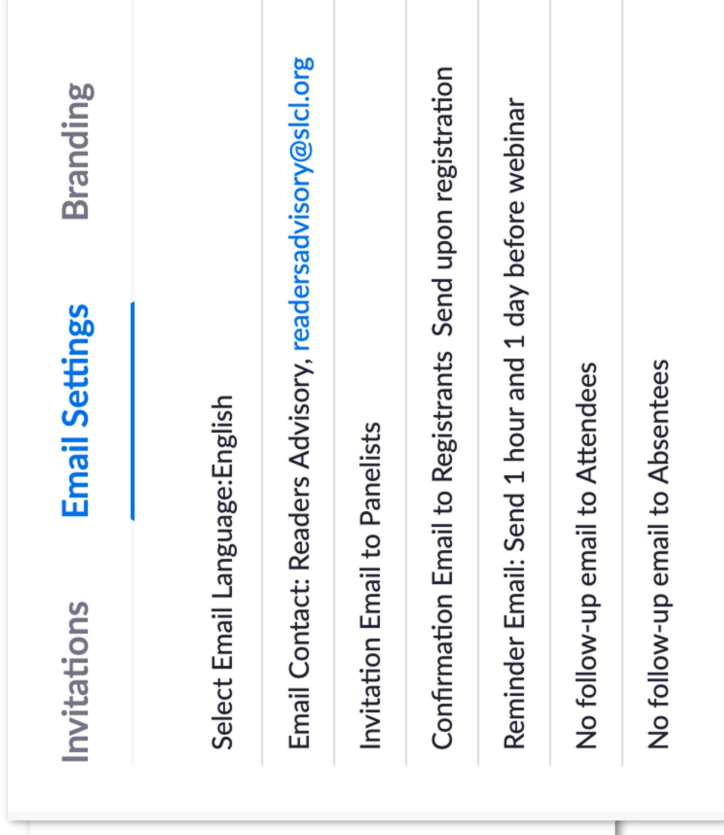
You are invited to a Zoom webinar.

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    **Email Settings**    Branding

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Select Email Language: English

Email Contact: Readers Advisory, [readersadvisory@slcl.org](mailto:readersadvisory@slcl.org)

Invitation Email to Panelists

Confirmation Email to Registrants    Send upon registration

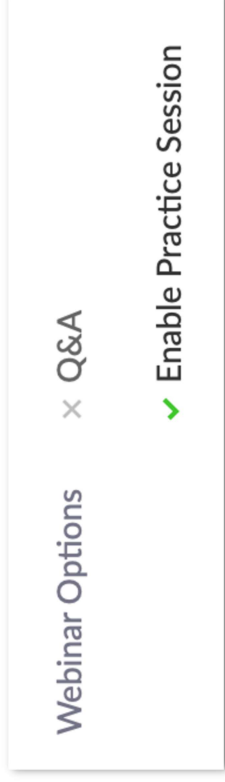
Reminder Email: Send 1 hour and 1 day before webinar

No follow-up email to Attendees

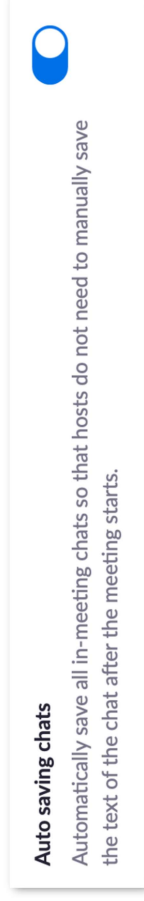
No follow-up email to Absentees

# 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



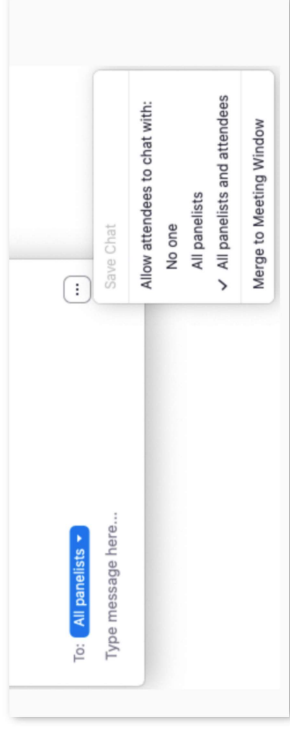
- Automatically save chat transcript
  - Settings > In Meeting (Basic)
  - Applies to all meetings and webinars





# 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](http://www.slcl.org/events)



**VIRTUAL PROGRAM**

# What Would She Read?

**Monday, March 15, 7:00 p.m.**

Hear what library staff think important women from history would read if they were alive today.

**Adults.  
Registration required.**

Participants will receive Zoom information via email immediately after registering.

**WOMEN'S HISTORY MONTH 2021**

The poster features a stylized illustration of a woman in a dark blue dress with her eyes closed, holding a stack of books. The books have various covers: a blue one with white dots, a red one with white zig-zags, a blue one with white stripes, and an orange one with white swirls. The background is a dark red with white stars. In the top right corner, there is a logo for 'WOMEN'S HISTORY MONTH 2021' with a stylized 'H'.

# Virtual Program: Pollinator Gardens

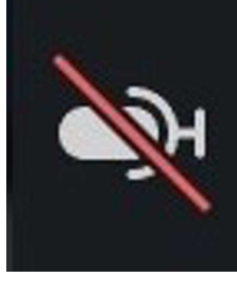
Presented by University of Missouri-Extension

The program will begin at 2:00 p.m.  
Until then, please enjoy the silence!



# Welcome!

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Today's program is in a webinar format,  
so your camera and microphone are not active.

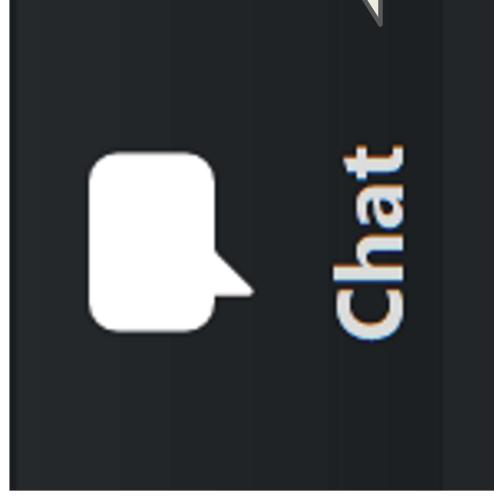
Please hold your questions until the end of the presentation.



St. Louis County **Library**

# Welcome!

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Click here to open the chat box. Please type your questions or comments and then click "Enter."



St. Louis County **Library**

# Virtual Programs

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**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)



St. Louis County **Library**

# Presenter

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## **Flora Fauna**

Master Gardener

314-555-5555

[flora.fauna@gmail.com](mailto:flora.fauna@gmail.com)



St. Louis County **Library**



# Questions?

## Melissa Bauer

Assistant Manager, Adult Services

## Sarah Steele

Adult Services Specialist

[adultservices@slcl.org](mailto:adultservices@slcl.org)



St. Louis County **Library**

