



## Teacher Education Webinar Guidelines

Thank you for agreeing to present a webinar as part of the Frances Clark Center Teacher Education Webinar Series. We greatly appreciate your contribution and willingness to share your expertise. Prior to the webinar, please consider the following guidelines. If you have any questions, please contact: Esther Hayter at email: [ehayter@francesclarkcenter.org](mailto:ehayter@francesclarkcenter.org).

### Pre-Webinar Engagement

- We would love to promote you and your upcoming event! Please see our [Social Media Information](#) page for details and submission form. Feel free to choose as many promotional opportunities as suit your preference and schedule.

### Webinar Preparation

- A pre-webinar rehearsal date may be scheduled at your convenience to explore the platform and rehearse the visual and/or video components of your presentation.
- Presenters should coordinate with the host prior to the webinar to decide if they will answer questions from the chat, or if questions will be transmitted in some other way (via text message, email, etc.).
- Questions may also have been submitted prior to the webinar and should be kept ready and available when needed.
- Please provide any handouts or presentation slides for attendees in advance.
- A link to the webinar platform will be sent 45 minutes prior to the scheduled webinar time.

### Webinar Broadcast

- The Webinar broadcast will be viewed by a large audience who are viewing you on their personal screens.
- A link to the webinar platform will be sent 45 minutes prior to your scheduled webinar time.
- Your camera and audio should remain off until you begin the webinar.
- Please introduce yourself, welcome attendees and give the title of the webinar
- Thank attendees on behalf of The Frances Clark Center for Keyboard Pedagogy
- Give an overview of the webinar content and flow
- When moving between live presentation, slides, screenshare, and videos, presenters should inform attendees of what will occur and allow enough time for possible delays in transmission. Presenters should also ask attendees to be patient if they are experiencing delays or direct them to ask questions in the chat and the webinar host will assist them.
- During the webinar, look directly at the webcam light rather than the screen otherwise, attendees will observe you as looking down or away from them during the webinar.



- If any technology issues occur on the webinar platform, the presentation should continue as prepared.
- The presenter will not be notified and the recorded presentation will continue for archival purposes.
- If any technology issues occur for the presenter, the webinar may be suspended.
- If the webinar cannot be continued, it will be rescheduled for a future, mutually agreeable date. At the end of the webinar, the presenter should thank all attendees, reference The Frances Clark Center for Keyboard Pedagogy, announce that the webinar will be archived and available for viewing by subscribers at [PianoInspires.com](http://PianoInspires.com).
- Please encourage participants to complete the survey.

#### Webinar Considerations

- Remember that the camera will see everything.
- Choose and adjust your environment, clothing, and lighting as appropriate. Solid colors are easier to view than highly patterned clothing.
- Lighting needs to be adjusted so that the attendees can see you clearly. Be sure your space is well lit. Test backlighting, and/or lighting behind the computer webcam, to reduce glare or shadows. Avoid backlighting/silhouette effect by not positioning yourself between a light source and the camera.
- Be sure the webinar space is clean and organized, particularly items that may be behind your image.
- Speak at a normal rate and enunciate clearly. When changing subjects or moving from slides to videos etc., please allow a short amount of time for delays in transmission for attendees.
- Be aware of background noises and silence all phones and email alerts to avoid interruption.

#### Personal Information

- Please protect your personal information during the webinar. Only share information that you wish the full audience to access.
- Please acquire permissions and protect any personal information about students who may be participating in the webinar either live or video examples.

#### Question and Answer Sessions

- Presenters should coordinate with the host prior to the webinar to decide if they will answer questions from the chat or if questions will be transmitted in some other way (via text message, email, etc.). Questions may have been submitted prior to the webinar.
- Please provide any handouts or presentation slides in advance.

#### Webinar Conclusion

- At the conclusion of the webinar, the presenter should thank attendees.



- The webinar host will conclude the video with a screenshot of the Frances Clark Center logo.

#### Permissions

- It is the responsibility of the webinar presenter to obtain parental permission to present any students either live or via video.
- All permissions to use copyrighted materials must be cleared by the presenter and references must be cited. [Click here to review our Plagiarism Policy.](#)
- Teacher Education Webinars are solely pedagogically focused. Please share relevant information about resources however, please avoid direct marketing or promotion of specific products.

*Teacher Education Webinar Guidelines updated August 5, 2022.*