

# Webinar Checklist

Media Services | 563-589-3350  
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If you're participating in a webinar, there are a few steps you can take beforehand to make sure everything goes smoothly. Please review these steps and contact the Media Services office if you have any questions.

1. Provide Media Services with any information about the webinar; specifically the web address (URL) of the webinar, as well as the date and start time.

2. Ask the event organizer for the following information and provide to Media Services.

- a) System requirements to participate in the webinar
- b) A link to test the service ahead of time
- c) Instructions on how to check your audio and video settings ahead of time

3. Determine if the webinar requires a conference phone or computer microphone.

**If a conference phone is required**, reserve one by contacting Dick Feller in the Office of Technology.

**If computer microphone is required**, reserve one from the Media Services Office.

**If you have a choice**, a computer mic is generally easier to setup than a conference phone.

4. If a webcam is required, reserve one through the Media Services office.