NOSM U Faculty Tip Sheets
ONLINE WEBINAR BEST PRACTICES

Uncertain about how to conduct an online seminar? Here are some best practices to help guide your presentation.

Join the meeting early to test connections and set up multimedia.

Leave extra time for participants to join, to set up multimedia, and troubleshoot.

Instruct the participants on how to use the technology and participate.

Keep the audience muted during your presentation.

Keep it simple and focus on the big ideas: attention spans are shorter online.

Tell the audience if you will be recording and where to find the recording after the seminar.

Incorporate interactive elements like a Q&A, or use Webex features like polling, screen share, or whiteboard.

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