**Login and Presenting Instructions**

* CCEFP Webinar Series is conducted over the internet. Audio is transmitted by internet or separately by phone.
* A one-time registration is required.  Please **register** for CCEFP Webinar Series by referencing the link at: http://www.ccefp.org/engagement/industry/webinar/.  After registering, you will receive a confirmation email containing information about joining the webinar for all scheduled events in this series
* Log in **NO LESS THAN 20 MINUTES BEFORE** the meeting starts.  This allows time to work out any problems with audio, presentation files, etc.
* The webinar host (ccefp staff member) will promote you to presenter status and ask you to share your screen. Quickly click through your presentation to confirm all is well.  Return the presentation to the main slide.  Confirm with webinar host you accept the presentation as is.
* A wired ethernet is best; if you are connected wirelessly, try to dial in by phone for the best audio quality.

**Webinar Procedures**

* An SLC representative will serve as the moderator.  He/she will introduce each presenter.
* 20 minutes are allotted for each presentation.
* The presentation is followed by up to 10 minutes of discussion.
* After discussion, the moderator will transition to the next presentation.

**Technical Considerations**

* Use an Ethernet connection rather than wireless. If you are connected wirelessly, try to dial in by phone for the best audio quality.
* Embedded video files are allowed, however, video that are highly dynamic in nature, may not be displayed as intended, depending on presenter or participant connection.
* Use a landline phone instead of wireless.
* Keep your phone muted when you are not presenting.

**Helpful Hints**

* Use CCEFP templates provided at ccefp.org.
* Give a comprehensive introduction to your project (up to five minutes).  Use the questions in the presentation template as a guide.
* Make sure your slides are clear and easy to read.
	+ Axis titles and legends on plots are often too small.  Don’t crowd several plots onto the same slide.
	+ Avoid paragraphs of text.  Avoid slide after slide of bulleted text.
	+ 18 pt is a good minimum text size.
* The CCEFP is a diverse, international group.  Speak slowly and clearly to avoid language barriers.
* When planning your presentation, one minute per slide is a good rule of thumb.
* Remember to be courteous and professional at all times.  The webinars often have a large audience with attendees from academia, administration and industry.