MBDH Guidelines for webinar speakers and hosts

* Please make sure to connect to the online meeting at least 5 to 10 minutes before the start of the meeting.
* Use a neutral background, or an event-specific background for hosts, and make sure that your image is not too dark or too bright and sound level is ok.
* Please start your camera as soon as you are comfortable doing so, so that viewers can easily identify you. Participants other than the host(s) and speaker(s) will have their camera and microphone off by default upon entering the meeting.
* Please ensure clear transitions from one speaker to another by making clear when you are moving on to a next section/speaker.
* Speakers: please include a final slide with contact details of your organization that may stay up during Q&A. If you do not wish to share these contact details, you may just have a “thank you” slide.
* Questions will be appearing in the conversation tab. Please refer to the tab during question time (our host may be able to help moderate the questions).
* Speakers and hosts are required to formally agree to MBDH using their image, voice, and/or presentation for the purpose of the event. The webinar content and slides will be made public from the MBDH website and on a public repository such as [IDEALS](https://www.ideals.illinois.edu/). Please ask the MBDH coordinator for a consent form if you have not received one.

Thank you again for your engagement in our webinars!