

Partner Guide to Using the Webinar Interface



Room: available actions

The screenshot shows a Zoom meeting room titled "Weekly conference - The power of habits" with a status of "NOT STARTED YET". The start time is "Thursday, April 28th 2022 - 7:00 PM (CEST)". A clock in the top right corner indicates "Starting in 13d 4h 37m". A chat window on the right is titled "Chat" and contains a message: "The event has not been started yet. Your attendees will land on a waiting page. The chat messages' history will be public once you start your event." Below this, it says "No messages yet" and "Your attendees can chat here. Hosts and moderators can delete messages." The chat window has a close button (X) in the top right corner. A blue arrow points from a text box on the right to this close button. In the bottom toolbar, the "Participate" button is highlighted with a red box and a blue arrow pointing to a text box at the bottom left. The "Share" button is also highlighted with a red box and a blue arrow pointing to a text box at the bottom right. A menu is open over the "Share" button, listing options: "Share screen", "Share a Miro whiteboard", "Share a Google document", "Send a call to action", "Share a video", and "Share a PDF presentation". The "Share a PDF presentation" option is highlighted in blue. A blue arrow points from the "Share a PDF presentation" option to the "Share" button. The bottom toolbar also includes buttons for "Help", "Free plan", "React", "Polls", "Screen", and "Leave".

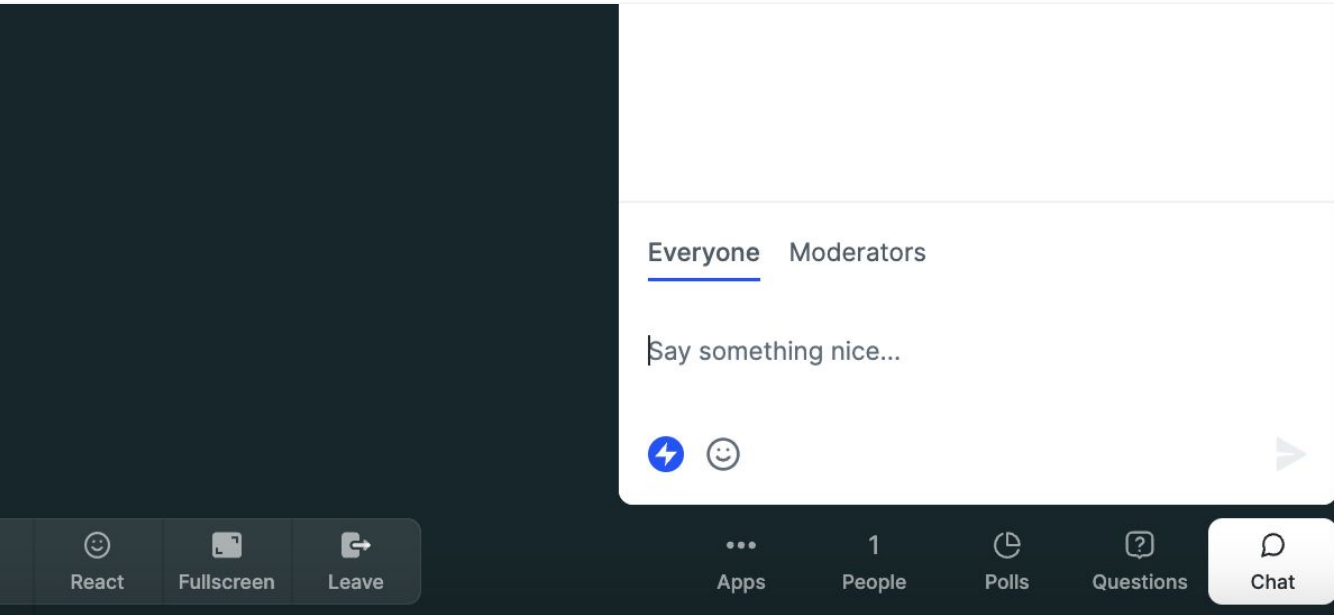
If you want, activate the notifications by clicking on the clock. **By default, it will be deactivated.**

Click here to go on stage and speak to the audience

Share a PDF, your screen, a video...



Room: available actions



Enable **Full Screen Mode**

Prepare and publish **polls** here.

Question tab is dedicated to questions from attendees. You'll be also able to ask questions if you want to. You can answer to it whenever you prefer.

Chat for you & your audience, possibility to invite participants on stage.

Private chat between team members & speakers: [video](#)

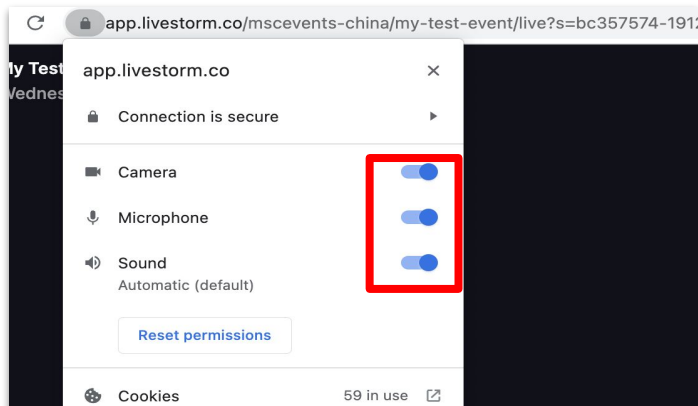
Best Practices



Best Practices

Before the event

- ✓ Connect to the event room to test your microphone, camera and run a [connectivity test](#).
- ✓ Upload your media (PDF & MP4, 4GB limit per file).
- ✓ Make sure to have a stable internet connection by running a [speed test](#), we recommend a minimum of 15 MBPS.
- ✓ Check your microphone and webcam on your browser settings (copy "chrome://settings/" on your Chrome address bar):



During the event

- ✓ Once on stage, we recommend being in a quiet environment and using headphones to avoid echoes.
- ✓ Turn off your microphone if you are not speaking.
- ✓ Mute your notifications using the bell at the top right of your side bar on the screen. If you are not participating, do not come on stage, stay with the audience, as a viewer.



Recommended browser: Google Chrome (latest version)

Useful links:

[Permissions: difference between host, moderators, guest speakers](#)

[Technical requirements](#)

[Issues with Audio or Video](#)