Speaker Checklist

IHR Institute For Human Resources

As a Speaker for the IHR program, you recognize that a successful workshop requires a joint effort. Now that you have submitted your webcast session application, please use the following checklist to help ensure that you are prepared for your live webcast presentation:

- ❑ **Mark your Calendar!**
- ❑ **Speaker Training**
  We require that you complete at least one live speaker training session prior to your presentation **(Deadline: 2 weeks out)** www.hr.com/speakertraining
- ❑ **Profile Update**
  Please update your HR.com member contact information (by logging into your account) as you will receive all speaker information via email
- ❑ **Presentation Slides**
  Please submit your final slide presentation to events@hr.com (excluding all notes).
  A slide template is available: http://www.hr.com/speakertraining. **(Deadline: 1 week out)**
  Please save your presentation and title your email under the following format:
  lastnameofpresenter_title of presentation_date of the presentation.ppt (ie. smith_Introduction to HR_22.09.11.ppt).
- ❑ **Polling Questions** Please send all polling questions to events@hr.com with your final PowerPoint presentation file. The speaker training will review all polling question limitations **(Deadline: 1 week out)**
- ❑ **Virtual Event Booth**
  You will have a virtual booth available for attendees to visit and gain information about you and your company. To edit your profile, buyer's guide or booth, please visit the guide http://www.hr.com/boothtraining
- ❑ **Login Email**
  You have received your unique login email from gotowebinar@citrixonline.com. To add additional speakers or organizers to assist on your webinar, email events@hr.com
- ❑ **Practice Makes Perfect!**
  Ensure your presentation is 1 hour in length (minimum of 45 minute) and provides educational content. Our webcasts cannot be sales driven or include product demos
- ❑ **Video**
  If you are showing a video, please ensure that you have notified the events team and set-up a test. Please be aware that GoToWebinar does not support integrated videos.
- ❑ **Final Notice:**
  - Login to **GoToWebinar** using your unique login email 15 minutes before your webcast is scheduled to begin
  - Have a printed copy of your slide deck available with all notes