ENTERPRISE UNIVERSITY

FAQS AND HELPFUL TIPS

We're excited to have you as a presenter for the upcoming semester of Enterprise University! Whether you've presented before or are new to EU, you might be wondering how to prepare and what to expect this semester. Here are a few guidelines and helpful tips.

PRESENTATION PREPARATION

- Utilize tools to make your presentation engaging for attendees. Webex offers polling, Chat and breakout sessions. You will also have access to Mentimeter, a live polling tool. Contact Gabrielle if you'd like to use any of these tools for your course.
- Courses are 90 minutes long. If you've presented at EU before, please review your presentation to make sure it fits within this time frame. Remember to include time for Q&A.
- If you would like to share a copy of your presentation or handouts with attendees, plan on sending your materials a week before your presentation date.

WEEKS BEFORE YOUR PRESENTATION

We'll check in periodically to make sure everything is perfect for your presentation. We will send reminders to:

- Gather your presentation and any handouts
- Schedule your Webex practice session
- Use the presenter toolkit to help spread the word. The kit includes social media messaging, email templates and much more.

DAY OF YOUR PRESENTATION

- Log in early. Your EU facilitator will open the room 30 minutes prior to your course. Log in early to get settled in and ask any questions before attendees join.
- Class will start promptly at the scheduled start time. An Enterprise Bank & Trust representative will make a short introduction and then turn it over to you.
- Keep class introductions short & sweet. Make the most of your presentation time!

AFTER CLASS

- You will receive a recap of the attendees' feedback within one week. You will have a chance to provide feedback, too! You will also receive a transcript of the Chat messages, poll results and a list of attendees so you can share information after class.

Questions? Contact Gabrielle at gcostales@enterprisebank.com.

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WEBINAR CHECKLIST

ONE MONTH BEFORE YOUR COURSE

- [ ] Promote your course using tools in the Presenter Toolkit. Submit a video and fill out the "Meet the Presenter" questionnaire so registrants get to know you before class!

- [ ] Practice, practice, practice! Schedule a Webex run through at least one week before your class.

- [ ] Prepare your presentation and any handouts.

- [ ] Determine if you will be using interactive tools and write your poll questions.

- [ ] Decide if you would like to invite a colleague to help you answer questions during the webinar.

DAY OF YOUR COURSE

- [ ] Present from a private, quiet room. If you are in your office or around others, consider putting a "Do Not Disturb" sign on your door.

- [ ] Put your cell phone on silent and mute your computer speakers.

- [ ] Make sure your computer is plugged into its charger.

- [ ] Present from a headset or microphone and turn your webcam on.

- [ ] Face a natural light source, if possible.

- [ ] Log in 30 minutes early to do a final run through. This is a good time to use the restroom and grab a glass of water.

- [ ] Call on your facilitator if you have any questions or concerns during class. They're on the line to help!