Zoom Webinar Guide for Panelist

Before & Joining the Webinar

Before the Webinar

- Join from a quiet location
- Use a computer if possible (not a phone)
- Test your camera and microphone
- Close unnecessary apps and browser tabs
- Have any materials ready (notes, slides, links)

Recommended

- Headphones or earbuds
- Stable internet connection

Joining the Webinar

- Use the **panelist-specific Zoom link** provided by staff. Check your email for personal invitations
- Join at least **10 minutes early**
- You may be placed in a practice session
- Attendees cannot see or hear you during this time
- Staff will test audio, video, and screen sharing

During the Webinar

During the Webinar

- Keep your microphone muted when not speaking
- Turn your camera on when speaking, unless instructed otherwise
- Speak clearly and at a steady pace
- Avoid multitasking while live
- Avoid eating while on camera

Screen Sharing (if applicable)

- Share your screen only when directed
- Close email, chat apps, and notifications before sharing
- Share the specific window, not your entire desktop
- Stop sharing promptly when finished

What the Host Controls

- Who can speak and when
- Screen sharing permissions
- Panelist roles and display names
- Removing participants if needed

Troubleshooting

Can’t join the webinar

- Check that you are using the panelist link, not the attendee link
- Try joining from a computer instead of a phone
- Restart Zoom and try again

Can’t find the panelist email or link

- Search your inbox for the meeting title or “Zoom Webinar”
- Check spam or junk folders
- Contact staff immediately to have the link re-sent

Echo or feedback

- Mute when not speaking
- Use headphones or earbuds
- Make sure you are not connected on multiple devices

You joined, but no one can hear you

- Check that you are not muted
- Select the correct microphone in Zoom audio settings
- Turn your mic off and back on
- Leave and rejoin using the same panelist link

Screen sharing isn’t working

- Wait for the host to enable sharing
- Close other applications or shared screens
- Share a specific window, not your entire desktop