

Customer POC Information

Client Name: _____
Client Point-of-Contact Name: _____
and email: _____

Webinar Set-Up Information: Please answer the following...

Promotion for the webinar will be included on:

AuntMinnie AuntMinnie Europe

Please check one:

Sponsor supplied content AuntMinnie supplied content

Please check one:

Will the webinar be

Fully pre-recorded Pre-recorded presentation with live Q&A

Please check one:

Is there a pre-recorded component?

Client will provide AuntMinnie the MP4 recording AuntMinnie will need to facilitate the pre-recording

If AuntMinnie is facilitating the pre-recording, please provide options for dates and times for the pre-recording.

Webinar Targeting: Do you want to include or exclude any audiences/countries?

Zoom Registration Page Information: Please answer the following...

Webinar Date: _____ Webinar Time (EDT): _____
Webinar Title: _____

Webinar Description (2,000 character limit):

Logo: *Please attach via email*

Speaker List: Please provide titles, bios and headshots for each (note: 1,000 character limit for speaker bios) *please attach headshots via email*

Not required

If there is a live component, please list the names and emails of all those speaking or those who need panelist access:

Please list your registration required and optional fields. (best practices: not too many or too few questions and don't require phone numbers)

Not required

Do you require any trackable links to use for your own promotions (social media, email, etc.)? If so, please list them.

Not required

If you would like a specific stock image included in our webinar promotions, please include it.

Please attach via email

Promotion Dates (to be completed by AuntMinnie development team)

2 email broadcasts dates: 1° _____
2° _____

ROS dates: _____

Webinar Best Practices:

- Keep slide decks simple.
- Clear and concise wording with readable bolder font.
- If you are providing an mp4 file for playback, please make sure to provide a video with full HD quality of 1080p for optimal clarity.
- If you are planning to host a live webinar, make sure to set up a time to practice so you know how the presentation will flow day of.
- When presenting live or recording your presentation:
 - Avoid using the virtual background feature without a green screen, your video will be capped at a maximum of 720p video quality.
 - We recommend presenters enable HD Video within their video settings in their account prior to the recording or live webinar.
To do so, please follow the steps below:
 - Sign in to the Zoom web portal.
 - In the navigation menu, click **Setting**.
 - Click the **Meeting** tab.
 - Under In **Meeting (Advanced)**, click the **Meeting-HD Video Quality** toggle to enable or disable it.
 - If a verification dialog appears, click **Enable** or **Disable** to verify the change.
- **Note:** If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
 - If applicable for your account, select **Standard HD (720p) or Full HD (1080p)**, then click **Save**.