Thank you for considering taking on the role of presenter in our upcoming GAT Stories from the Field webinar. This document will outline the timeline for the webinar as well as the expectations for presenters.

Please review the document and any other materials provided by your specialist as you consider your involvement in the webinar. We ask that you inform your regional specialist of your interest and availability no later than **Month DD**.

# Webinar Timeline

* **Month DD-DD:** Presenters/Stories Finalized
  + Review the resources provided by your Regional Specialist
    - Storytelling Best Practices, Promotional Email Kit, PowerPoint Template
* **Month DD-DD:** Send any emails/social media posts promoting the webinar that you wish to
  + Utilize the Promotional Email Kit, if desired
* **Month DD-DD:** Presenter’s Headshot and Slides/Visuals for presentation due
  + Your regional specialist will provide you with a deck of PowerPoint templates to utilize
  + Please inform your regional specialist if you do not wish to include slides or images with your story
* **Month DD-DD:** Audio Test
  + Schedule an audio test with your specialist to test and address any issues before the practice session
* **Month DD-DD:** Review the slides sent back to you from your Regional Specialist
  + Slides may be adjusted per division’s requests, branding guidelines or to create cohesiveness between presenters
  + Request any additional changes to the slides to be made before the practice session no later than **Month DD**
* **Month DD [Insert Sign-in Time/Time Zone**]: Practice Session
  + This is your opportunity to practice telling your story with all the elements from the webinar including other presenters, slide shows and any polls being used
  + The moderator will help to work on any remaining timing or A/V issues
* **Month DD-DD**: Request any additional changes to slides through your regional specialist no later than **Month DD**
* **Month DD [Insert Sign-in Time/Time Zone]:** Webinar

# Presenter Expectations

All presenters for the GAT Stories from the Field webinars will be expected to adhere to the following guidelines:

* Submit all materials and requests to your regional specialist by the due dates outlined above
* Keep your regional specialist informed of any major changes to your story
* Sign into the practice session and Webinar no later than the requested time and remain online until they are completed
* Answer questions forwarded to you during the webinar by the supporting Lions International staff members
* Avoid political promotions, campaigning for Lions’ elections or other topics not endorsed by Lions International
* Assist in maintaining a professional atmosphere surrounding the webinar including:
  + Dress appropriately to be seen by an audience of Lions
  + Maintain a clean background with minimal distractions in view of the camera
  + Position your camera and yourself strategically to give the audience the best view possible
  + Turn your camera off when not actively presenting
  + Refrain from distracting activities while on camera such as eating or talking with someone else