

# Webinar Checklist

We appreciate your time and expertise in joining our upcoming virtual workshop. We're excited to collaborate and explore future partnership opportunities to better serve our mutual communities.

To ensure a smooth experience, please review the following key points:



## Dry-run session

Schedule a dry-run session with your fellow panelist from NJIT TAB (ideally a week before the webinar, or at least a day prior).

- Test your connection, audio/video settings, and run through the event flow. [Use this step-by-step guide!](#)



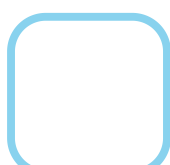
## Profile Submission

- Provide your headshot and a short bio for the webinar registration page.
- Include any social media links (LinkedIn, X, YouTube, etc.) for attendee access.



## Promotion

- Connect with the NJIT TAB LinkedIn page: [NJIT TAB LinkedIn](#).
- Confirm your speaker role in the LinkedIn event we create.
- Share the event and promote your role as a panelist.



## Presentation Preferences

- Inform us if you'd like to control your own slide deck or have us manage it.
- Share your final slide deck for posting on our website: [NJIT TAB Website](#).



## Poll Questions

- Submit any poll questions with timing preferences. This will be discussed during the dry run.



## Additional Resources

- Send any links or resources you'd like highlighted in the chat.
- Notify us of any upcoming events you'd like us to promote.

Thank you for your contributions. We aim to make this a seamless and engaging experience, highlighting you and the knowledge and expertise that you will be sharing with our audience!