SIAM Webinar Standard Operating Procedure

SIAM Responsibilities:

- Set up the webinar using Zoom.
- Manage registration.
- Start the webinar.
- Allow advance time for the presenters to set up.
- Provide the recording of the webinar after the event.

Activity Group Webinar Organizing Committee Responsibilities:

- **6 Weeks in Advance:** Notify SIAM of your intent to hold a webinar and the dates you are considering.
- **4 Weeks in Advance:** Deadline for submitting the webinar date and speaker, title, abstract at this link: https://forms.office.com/r/mmciQtbGGk
- **2 Weeks in Advance**: Final messaging push to SIAG members.

Best Practices:

Focus on delivering valuable, educational content.

- Ensure the webinar is informative and engaging.
- Write a compelling webinar abstract.
- Use visuals effectively:
    - Minimize text on slides.
    - Utilize bullet points and relevant graphics/photos.
    - Test any videos in advance to ensure they work seamlessly.

Presentation Tips:

- Present in a well-lit area with minimal shadows and a light source behind your computer if necessary.
- Ensure good audio quality; use headphones if needed and avoid any distracting sounds.
- Frame yourself properly so that your head and shoulders are visible.
- If using two monitors, test your screenshare in advance
- Maintain a clean and professional background.

Questions? Contact membership@siam.org.

We look forward to working with you to make your webinar a success!