

## Webcast PowerPoint Recording Instructions

All presentations will be pre-recorded to ensure the highest broadcast quality  
(Speakers will not be required to be present on the day the webcast airs)

1. Recording instructions will be emailed to you after the *Beauty Accelerate* recording engineer uploads your slide presentation into our webcast platform ON24.
2. For Q&A at the end of your presentation:
  - Script the top three questions you receive about your webcast topic and include them at the end of your presentation.
    - o Say something like: "Now, I would be happy to answer some of your questions."
    - o End with "That's all of the time we have for questions, I will answer any remaining questions offline."
  - Request attendees to submit their questions online and someone from your company will get back to them directly.

### Tips for Recording

- Use a landline (if possible) and use a headset or handset. Do not use a cell phone (not dependable).
- A wired internet connection is important. Wireless is subject to drop-offs when you are recording.
- Be sure to complete your thought before clicking the stop record button on each slide. Please allow roughly 1-2 seconds of silence before hitting the stop record button after you stop talking.
- If possible, record all slides in the same room using the same phone at the same time. If you do it at different times or locations, there potentially could be a noticeable difference in the sound of your recorded voice. We strongly recommend completing your presentation at one time.
- Be energetic and engage the audience. Have fun!

## Rehearsal Checklist for a Successful Webcast

Below is a rehearsal checklist to assist in having a successful webcast:

1. Talk Through – Structure
  - a. Say your content OUT LOUD using your notes
  - b. Check your structure to ensure a solid beginning, middle and end
  - c. Watch your verbal pace and filler words
2. Walk Through – Delivery and Timing
  - a. Rehearse out loud, using notes as little as possible
  - b. Time yourself and cut extraneous details
3. Dress Rehearsal – Without Stopping
  - a. Rehearse, out loud, without stopping and no notes
  - b. Be brave and record yourself
4. Ask for feedback, self-critique and refine as needed