



Learning Bridge Webinar Fact Sheet for Presenters

(Updated: March 2017)

What is a Learning Bridge Webinar?

It is a one-hour presentation conducted through the telephone (toll-free) via conference call and via the Internet. A land line and computer with Internet access are required for the presenter. ISACS requests that all presenters create a PowerPoint/Slideshow as a visual during the webinar. (See below for more information on the PowerPoint)

All participants are muted during the webinar. The presenter and moderator (ISACS staff) are the only attendees that are un-muted during the live webinar. However, there is an option for attendees to ask questions via the chat feature during or at the end of the webinar.

What time is the Learning Bridge Webinar?

The seminars are typically offered at the following times:

- Noon – 1:00 pm (Central)/1:00 pm– 2:00 pm (Eastern); **OR**
- 3:00 pm – 4:00 pm (Central)/4:00 pm – 5:00 pm (Eastern)

We do not schedule Learning Bridge Webinars on Fridays.

What technology do I need to present?

ISACS uses Adobe Connect Pro to broadcast our webinars. You do not need to download or install additional software to run Adobe Connect Pro but you may be asked to give access to your webcam and/or download a web browser add-in. With this platform you can:

- Log on to the Internet using a link provided by ISACS to enter the “meeting room.”
- Call in to a provided toll-free number for the live presentation.
- Use of a telephone to capture the webinar audio. A land line (vs. cell phone) is preferred, though speaker or hands-free options can be tested prior to the webinar for sound quality.
- Call in from a quiet place free from distraction or outside noise.
- Webcams are highly recommended but are not required.

Does it matter if I use a PC or a Mac?

It does not matter what type of computer you have. Adobe Connect Pro works easily with all systems.

Does it matter what web browser I use?

Chrome is the preferred browser. We prefer that you do not use Internet Explorer, Safari, Mozilla Firefox, etc.

PowerPoint

ISACS requests a visual/slideshow for your presentation. Acceptable formats include Microsoft PowerPoint and Adobe PDF; Adobe Connect does **not** support Keynote, Prezi or other similar applications. If possible, please convert your presentation to PowerPoint format and remove all animations prior to submitting the file. If you need assistance, please contact Jacob Isaac at 312-750-1190 or jacob@isacs.org.

The PowerPoint will be shared as a PDF file via email with all registered schools prior to the webinar. It will also be available for download in the webinar room during the live presentation. During the live webinar, the presenter will advance his/her own slides.

If you need assistance preparing a PowerPoint, please let ISACS know as soon as possible. ISACS staff can guide you on how to create a PowerPoint based on your content.

ISACS must have your PowerPoint in hand no later than FOUR business days prior to the live webinar date.

Photo and Contact Information

We recommend that you include your photo if you are not using webcam on the first page of the PowerPoint and any contact information you want listed (website, email, etc.) on a final slide.

What other features can the Webinar offer?

During the webinar, you can show video clips, poll the audience, navigate the web in real time and provide additional handouts/resources. If you would like to show a video clip or a video file, please make sure to send Jacob Isaac (jacob@isacs.org) the link or the video file separately. Embedded files and links in your PowerPoint presentation are not compatible with the Adobe Connect system.

Should I use a webcam?

We encourage presenters to use a webcam during their presentation. This feature engages the audience, encourages participation and holds their attention.

Size of files and video limitations

The Adobe Connect system will only allow each pod to hold a file up to 100 megabytes.

Question and Answer

The webinar allows participants, who are muted during the presentation, to post questions in real time. During the tutorial, ISACS staff will show the presenter how the "chat" feature works. Some presenters will answer questions during the webinar while other presenters answer questions toward the end of the hour. Staff can also read the questions for the presenter if that is preferred.

Tutorial with ISACS staff – Jacob Isaac (jacob@isacs.org)

Jacob will send you an email 4-8 weeks prior to your webinar to request your PowerPoint and any other supporting materials you plan to use. At that time, Jacob will also identify a date/time for a tutorial to review the webinar technology.

Recording the Webinar

ISACS records each webinar and provides a link of the recorded version to registered schools. Each webinar is available for four weeks from the date of the live presentation. If the four week recorded webinar access spans a holiday period, we will typically extend the recorded access period accordingly. The recording is password-protected and accessible via the ISACS website. Please note that because ISACS charges it's members a registration fee to participate in the webinar, ISACS is unable to provide the presenter with a copy of the webinar.

What time should I call in?

As the presenter, we request that you call in/log on at least 10 minutes prior to the start time.

How the Learning Bridges are used in our schools:

- Gathering a group of staff, faculty, or parents to listen to the webinar together.
- If a learning bridge topic is geared towards parents, parents are often invited to come to the school and have a follow-up conversation with faculty. The webinar password may also be provided to parents to listen to on their own during the four weeks.
- Using the webinar at faculty meetings.
- Sharing the webinar with board members.
- Providing the link to faculty to listen during the four week period.

Please contact the ISACS office at 312-750-1190 if you have any additional questions about the Learning Bridge Webinar.