



The Chair's Guide to Internet Streaming

If you are asked to chair a conference which is being streamed over the internet, being familiar with the a few simple protocols will help make the experience an enjoyable one for all concerned.

- 1. At beginning of your opening remarks advise the delegates that the conference is being streamed. If for any reason a delegate does not want to be recorded / seen on the webcast please ask them to notify the organisers so that they can take appropriate action.**
- 2. Acknowledge your online audience and welcome them to the conference. Encourage them to participate by posing questions or comments in the interactive text box. Also ask them if they would kindly type in where they are viewing from.**
- 3. At the question and answer sessions make sure that you ask if there are any questions / comments from your online viewers. If there are, these will be notified to you by the webcast moderator.**
- 4. When breaking for coffee / lunch inform the online viewers as to when the next session starts and say that you hope to see them back then.**
- 5. At the end when thanking speakers & delegates remember to thank your online participants and express that you hope they felt included in the proceedings.**