

W E B C A S T

ON THE AIR



M C L E

Keep raising the bar.®

You are ON THE AIR!

Faculty Webcast Tips

Many of MCLE's programs are now available on live and archived webcasts. Some of these programs are distributed by West LegalEdcenter as well as being offered directly by MCLE. Webcasts are an increasingly important, accessible, and popular medium for delivering CLE throughout the Commonwealth and New England as well as nationally—event to viewers as far away as Beijing and Madrid! For many programs, webcast registrations exceed in-person attendance by a significant margin—a trend we expect to continue.

MCLE webcasts enable viewers to attend CLE programs remotely from their computer—when, where, and how they choose. Live webcast viewers can even ask questions of the faculty panelists throughout the program by submitting their written question online. CLE of the future has arrived. ...

Here are a few quick tips on how to get the most out of your MCLE webcast experience. Most aspects of your presentation need not change at all—you can still speak from the faculty table or the podium, as you wish (the camera covers the entire area), and make your presentation as usual to the live audience or classroom. There are, however, a few important differences to keep in mind:

- ▶ When a program is being webcast, **it is all the more important for your supplemental handouts to be submitted on time.** Last-minute or day-of-program handouts may be difficult to include as part of the webcast.
- ▶ **Always speak into the microphone**, even when in a panel discussion or when asking a question of a fellow panelist. Before responding to a question from the audience, please repeat the gist of the question into the microphone before providing your response (this assists other in-person attendees as well as webcast viewers).
- ▶ **Please be careful of what you say near microphones** (even before or after the program and during the breaks). The microphones are live and recording, and extraneous sounds will be edited, to the extent possible, only *after* the program is completed.
- ▶ Please be sure your PowerPoint slides are legible and **not too text-heavy.**

Enjoy your MCLE “webcasting” experience. You are providing cutting-edge CLE that works as hard as you do...**thank you!**