

Webinar Setup

Event Info

- Event Title
- Short Description
- Long Description
- Webinar Objectives / Learning Outcomes
- Agenda / Run of Show

Speakers

- Speaker Name(s)
- Speaker Bio(s)
- Speaker Headshot(s)

Content & Assets

- Presentation Slides (PPT/PDF)
- Pre-recorded Videos (if any)
- Downloadable Resources (PDFs, links, reports, brochures)
- Closing Slide (Next Steps + Contact Info)
- Special notes / instructions

Engagement

- Poll Question(s)
- Poll Answer Options
- Q&A Seed Questions
- Primary Call-to-Action (CTA)
- CTA Link (if applicable)