

Webinar PROCESS AND GUIDELINES

WilliamReed.

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Process & timeline

Kick off meeting

6-8 weeks before broadcast day

We help you get comfortable with the process, timeline, technology and discuss options for broadcast



Registration page setup

4 weeks before broadcast day

We start collecting registrations and start webinar promotion using a mix of mailshots (optional), newsletter ads and website listings. This mix will vary depending upon what has been booked on your sales order



Recording

2 weeks before broadcast day

We organize a recording session with your speakers 10 to 15 days before the broadcast.



Live broadcast

Broadcast day

We manage and monitor your broadcast and live Q&A (optional)



On-demand period

On-demand period

Your webinar will be available on-demand for 3 months after the broadcast. A post event report, MP4 file, and webinar leads will be provided.

REGISTRATION PAGE DETAILS

1

Header image

750x150 JPG/PNG
Webinar title and branding

2

Social media links

Optional

3

Webinar title & blurb

600-800 characters

4

Speakers details

Name
Job title
Company name
Short biography (250 characters)
Headshot

5

Registration form

GDPR compliant (active consent or legitimate interest)



Submission deadline

5 weeks before your webinar broadcast date.
Please submit all requirements to your dedicated webinar coordinator.

1 NUTRA
Beauty from Within
Cosmetics
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Dummy Webinar - LA

ALREADY REGISTERED?

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START DATE: XXXXXX
START TIME: XXXXX
DURATION: XXXXXX

ABSTRACT:
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SPEAKERS

Laura Allen
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5 SIGN UP

First Name
(required)

Last Name
(required)

Email Address
(required)

Company
(required)

Business Activity
(select)

Job Title
(required)

Job Seniority
(select)

Job Function
(select)

Company Employees
(select)

Work Phone
(required)

Country
UNITED KINGDOM

I have read and agree to the [terms of use and privacy policy](#). Got a burning question about this topic? Send it to us using the box below and we will try to have it answered by our expert panelists. You are also welcome to ask questions on the live day.

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29-Mar-2023

Ten years ago ashwagandha was a tongue-twister word that few understood. Today ashwagandha root and its extracts are in the top five most popular botanicals. Meteoric growth of ashwagandha has been driven by the large body of clinical science generated by KSM-66 ashwagandha root extract...

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12-Apr-2023

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Brain Boost: Catch Up to Consumers with Smarter Ingredients

13-Apr-2023

Join this webinar to learn how one of the most clinically researched nootropic ingredients can better meet the demands of modern life.

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25 Apr 2023
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29 Mar 2023
Spotlight on... Ashwagandha: The Superstar Ingredient

Webinar
Ten years ago ashwagandha was a tongue-twister word that few understood. Today ashwagandha root and its extracts are in the top five most popular botanicals....

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Probiotics as first line of defense against antibiotic-associated diarrhoea

Winlove Probiotics | Recorded the 15-Feb-2023 | Webinar
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Webinars

UPCOMING SUPPLIER WEBINARS

29 MAR 2023 WED

Spotlight on... Ashwagandha: The Superstar Ingredient

25 APR 2023 TUE

Science-Backed Strategies for Boosting Health and Performance: Pomegranate, Spinach, Lemon and Fig Extracts

Euromed S.A.

UPCOMING EDITORIAL WEBINARS

29 MAR 2023 WED

Webinar

Spotlight on... Ashwagandha: The Superstar Ingredient

ON-DEMAND WEBINARS

Probiotics as first line of defense against antibiotic-associated diarrhoea

Winlove Probiotics

Botanicals

Webinar

Menopause beauty & wellbeing

Webinar

Defining Recovery

Webinar


Adjacent opportunities

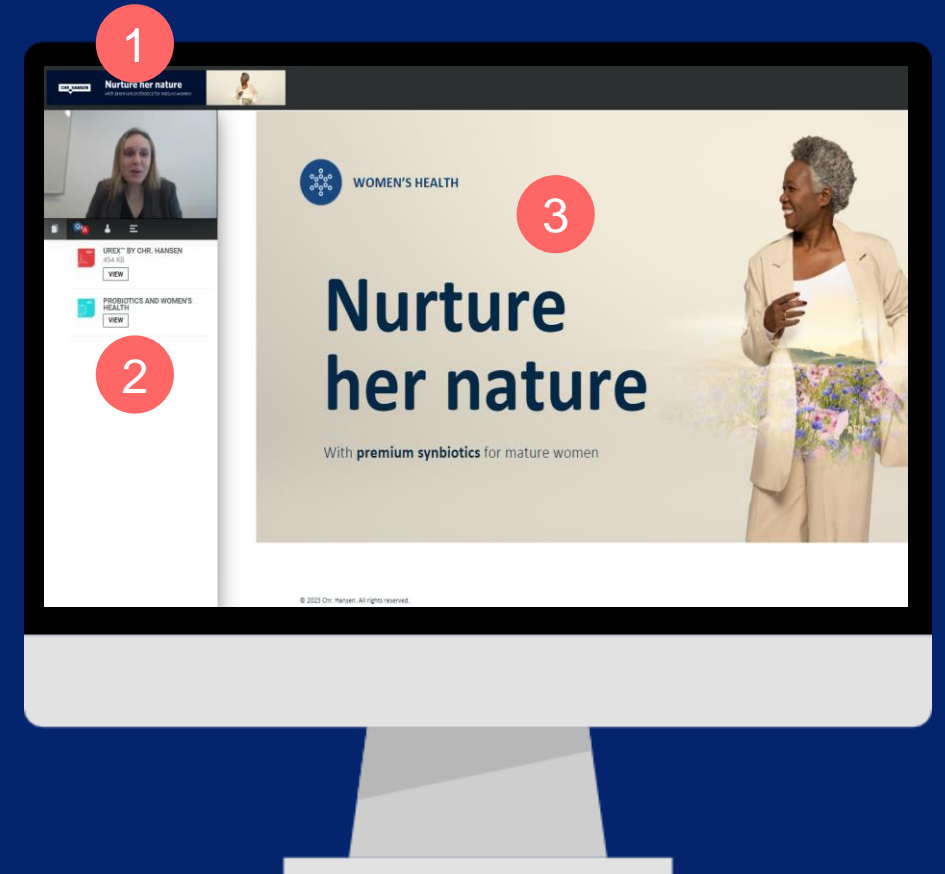
Webinar

Protecting the gut

Webinar

WEBINAR CONSOLE

- 1 Webinar console branding image**
600x70 JPG/PNG
 - 2 Webinar handouts**
PDF documents
External URLs
 - 3 Webinar slides**
Powerpoint (PPT) mandatory
No embedded video
Slide transitions should be set to move **manually**, not on timers.
More tips and good practices for slides are available – please ask your webinar co-ordinator.
 - 4 Optional features**
Polling questions (1 to 5 recommended)
Satisfaction exit survey questions (5 to 6 questions recommended)
-  **Submission deadline**
10 days before broadcast day (for all live webinars)
OR
2 days before recording day (for pre-recorded webinars)



Key takeaways



Attend kick off meeting

Your webinar coordinator will get in touch with you providing a customised timeline and recommendations for a smooth webinar experience. The Kick off meeting is the opportunity to ask all questions you may have about process and its requirements



Meet deadlines

Deadlines submitted by your webinar coordinator are key. Respecting them is the guarantee of a optimum experience and smooth delivery process.



Check important milestones

Your webinar coordinator will give you all important milestones for you to follow throughout process. Technical checks, tips and best practices, guidelines and more – all useful tools to guarantee a smooth process.