Preparing Webcasting Presenters/Speakers

Last Modified on 06/29/2026 1:47 pm IDT

> **Legacy notice**
> If you're setting up a new event, we recommend using **Live Studio**, our modernized live event experience. See **Introduction to Live Studio** for more information. If your organization is still using the legacy webcasting product, this article still applies.

Offer your webcast prersenters/speakers a timeline to establish expectations. It also helps to give them an idea of the time commitment they are signing on for to keep everyone on the same page and moving forward toward your live events – together. Here is an example of a presenter timeline you can share with your webcasting speakers:

- 4 weeks prior to the webcast, speakers participate in a conference call with you to review content; go over questions; review expectations.
- 3 weeks prior to the event, speakers should submit digital photo, contact information, biographical information, etc.
- 2 weeks prior to the event, speakers submit video clips and presentation slides in a provided template.
- 1 week prior to the webcast, speakers participate in a training/orientation call with the webcast producer.
- 30 minutes prior to the webcast, speakers should have their computer, presentation and all other equipment tested, set up and ready to go.

Help Your Webcasting Speakers Plan

You want to support and prepare your webcasting speakers as much as possible to make sure your live event is successful and stress free! To make sure you don’t catch your webcasting speakers off guard with the amount of time it will take to present to your virtual audience, give them an outline of the time commitment you estimate it will take from them. Here is an example of what your webcasting speakers should expect:

- 1 hour = Conference call with you and other speakers to review content
- 2 to 4 hours = Prepare PowerPoint webcasting presentation slides
- 1 hour = Webcasting training session/orientation call with you, co-presenters, and moderator
- X hours (actual webcasting length plus ½ hour, 20 minutes before and 10 minutes

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

after)

What do Your Webcasting Presenter and Speakers Need to Succeed?

Webcast Game-Day Quick Tips

- Make sure your webcasting speakers know how to connect on the day of your live event - for example, have their webcasting partner calling them. (**Hint:** Verify phone numbers during your webcasting orientation call.)
- Turn off all mobile devices and anything else that makes noise.
- Have a glass of water ready at the stage or studio.
- Try to avoid simultaneous remarks (talking over other webcasting speakers).

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.