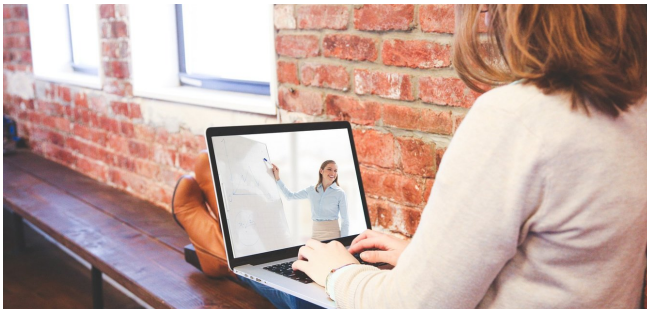Bongarde Webinar Series

Speaker's Guide

Our webinar series guarantees a targeted, engaged and interactive audience with exposure in small to large businesses across Canada & the US

Webinars are a cost-efficient way to enhance your network and client base without having to leave your home or office.

How to Become a Presenter

1. Submit Form on Bongarde.com
2. The webinar team will send you a link the Webinar Calendar, choose an opening that works for you
3. Send a summary of talking points and a brief bio to webinars@bongarde.com
4. Do a practice webinar with the moderator 1 or 2 days before live event
5. Send us your presentation slides, poll questions & any ancillary resources for attendees
6. Log in to the live event 10-15 minutes before start time
7. Formal presentation, use this guide to get familiar with the GoToWebinar platform
8. After the webinar, we will send you a copy of registration reports and outstanding questions from the audience

Frequently Asked Questions

How long is a webinar?
We schedule webinars to last 90 minutes, typically the live presentation lasts about 45 minutes to an hour with time to answers audience questions at the end

Can I go over the allotted time?
If a webinar hits the 90 minute mark it will automatically end. Our moderators will warn you if you are getting close to the 90 minute mark

Is the audience live?
Yes, we host all our webinars live. All attendees are muted but are able to send in questions

Can the audience ask questions?
Yes, the audience can ask questions via a chat system. The moderator will receive all the questions throughout the presentation and ask them at the end of the presentation.

Can I include Poll Questions or a Survey?
Yes, let the Webinar team know if you want to survey or poll the audience before the live event.

My speakers/mic aren't working on GoToWebinar
Check that your speakers/headset is on and chosen as the speakers in the GoTo control panel under Audio, close any other application that is connected to audio

Do I have to be on webcam?
No, speakers are not required to show their webcams. However, it is more engaging when attendees can see the speaker.

Do I have to share a PowerPoint?
No, some speakers chose to not include a PowerPoint or have minimal slides in their presentation. If you are using a PowerPoint we appreciate receiving a copy of it before the webinar.

Is there a way to see who registered and/or attended?
Yes, we can provide a list of registrants and/or attendees after the webinar. This is CASL compliant and includes full names, emails, company and location of registrants.