Choice Webinar FAQs and Guidelines

Webinar FAQs

Will the webinar be recorded? How do I access the recording?
Choice webinars are recorded and posted on Choice's YouTube channel. All webinar registrants should receive a follow-up email after the session with a link to the webinar recording.

How do I share a comment or ask a question?
Please use the Q&A to ask questions of our speakers or to share any comments. The Q&A module is located on the bottom panel of the Zoom screen.

Do you offer closed captioning?
All Choice webinars utilize Zoom's automated closed captioning. To toggle the automated captions on or off, please use the CC button on the bottom panel of your screen. If you have any questions regarding webinar accessibility, please contact: scofer@ala.org.

Do I need to mute or turn my camera off to join the webinar?
All attendees who join the presentation are automatically muted and their cameras are off. No need to make any adjustments.

How do I adjust the size of the slides/video in Zoom?
To adjust the size of the slides or video, you can use the divider in the middle of the screen to slide the sizes to your liking.

I'm having audio issues. What do I do?
Please check and adjust your audio settings in Zoom. We also suggest turning on closed captioning for the session. If you're still having audio issues, alert the webinar host using the Q&A.

Attendee Guidelines

- Attendees are encouraged to participate in the webinar by asking questions, responding to polls, and sharing comments with relevant information and resources.
- Attendees are not permitted to:
    - Promote their own products during a sponsored webinar
    - "Spam" the Q&A with distracting messages
    - Be disrespectful to webinar panelists or fellow attendees
    - Violate ALA's Online Code of Conduct
- Choice wants to create a safe virtual space for all. Attendees acknowledge and agree that Choice reserves the right to remove an attendee from a webinar if Choice, in its sole discretion, determines that their participation or behavior violates these terms.