



ICHRIE WEBINARS

Information to help execute an ICHRIE Webinar

International CHRIE is excited to bring relative Zoom webinars to our members and visitors.

To help you get started, here is a video that will walk you through the steps needed:
<https://www.youtube.com/watch?v=lvndgRlOH1w>

Additional Resource—Zoom: Getting Started info
<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Once a webinar is scheduled, be sure to complete these steps:

1. Use the “ICHRIE Webinar Posting Details” form to submit the access information to International CHRIE. [Click here for form.](#)
2. Include ALL of the information for participants to access the meeting including links, meeting numbers and time/date specifics.
3. Set the webinar up to be recorded in the cloud.
4. Once the webinar is concluded, sent the link of the recorded presentation to agrayson@chrie.org.

Additional information:

- The Zoom meeting software used must be able to host at least 300 participants
- ***Please note:*** ICHRIE will update the webinar information weekly (Friday) with details for the coming week. Please submit information for upcoming presentations to ICHRIE no later than close of business the Thursday prior.