

## Tips for Hosting a Spotter Training Webinar - NWS Norman

Here are some tips if you plan to host the webinar for a group of people in a single location:

- Only one person needs to register for the webinar. That person will receive an email with a link unique to them and they will use that to log in on the night of the training.
- Be sure you have the ability to:
  - display your screen for everyone to see (on a large monitor or projector screen)
  - provide audio loud enough for everyone to hear
  - maintain a solid internet connection
- You will not need a microphone. We will ask that you submit questions and provide information we ask for using the Questions feature within GoToWebinar.
- We will need to know how many people watched the webinar at your location. We will ask for this information a couple of times during the webinar, or you can also send us an email after the training.
- After the webinar, we will provide you with a blank certificate (with a spot for your name) that you can distribute to everyone who completed the training.
- Oklahoma law enforcement officers can obtain two hours of CLEET credit for completing the training. To get the credit, they must provide the following information to NWS Norman. (This can be done individually or you as the host can collect and submit their information to NWS Norman.)
  - Name
  - CLEET number
  - Department/agency