



# VIRGINIA HOUSE OF DELEGATES WEBINARS

Troy Adkins

Network Manager

[TAdkins@house.virginia.gov](mailto:TAdkins@house.virginia.gov)

804.698.1567



# VIRGINIA HOUSE OF DELEGATES WEBINARS

## What lead the House to this point

- NMO training materials
- E-filing process
- Co-Patron
- Amendments
- Patron notices
- iHOD navigation
- Accessing online resources



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## Methodology

- Clerk wanted each department to come up with 5 webinar topics of their business process
- When ever possible, record in modules
- Send out links to webinars during certain times of session



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## Tools used

### Hardware:

- Dell Laptop (i7 processor, 8 GB mem, SSD hard drive)
- Logitech conference cam
- (<http://www.logitech.com/for-business/products/conferencecam>)
- Good set of headphones and microphone



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## Tools used

### Software

- GoToWebinar (<http://www.gotomeeting.com/webinar>)
- Camtasia
- PowerPoint or other applications



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## Camtasia abilities

- Record video and audio
- Insert video
- Record PowerPoint presentations
- Save entire project
- Edit the project later
- Edit video and audio, insert more material, etc.



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## GoToWebinar Abilities

- Ask polling questions
- Receive questions
- Obtain statistics on number of responses/number of viewers
- How many people are watching
- See if someone has left the webinar



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## Recording pointers:

- Have detailed script prepared  
(pausing, show screen, video or other documents)
- Try to keep it simple

## Recording webinar or live webinar

- Live webinar is more difficult
- Tricky to switch from presentation screen to camera shot
- Must be a smooth transition from camera shot to screen presentation