



Webinar Housekeeping Announcement Script

This script is for moderators to open and close the webinar with housekeeping remarks and other important reminders. It can be customized by updating the fields in blue.

Opening Script

Welcome everyone to today's webinar titled **[webinar title]**. I am **[moderator introduction.]**

Before we begin the webinar, I'd like to review a few quick housekeeping items:

- All attendees have joined in listen-only mode.
- We encourage you to use the chat feature to network and connect with other attendees.
- Please submit your questions to the speakers using the Q&A feature. Our speakers are looking forward to answering your questions after the presentations.
- This webinar is being recorded and will be provided along with information on claiming continuing education credits within 2 days via email.

It is now my pleasure to introduce today's speaker.

[Speaker Biography]

Closing Script

Please join me in thanking **[speaker name]** for sharing their time and expertise with us today, and thank you to all of our attendees for joining and participating in today's webinar.

Before you leave, we would appreciate it if you could take a few moments to complete the brief post-webinar survey—your feedback helps us improve future educational programs.

As a reminder, the webinar recording and information on claiming continuing education credits will be emailed to you within 2 business days. We appreciate your participation and look forward to seeing you at future PASCV events.