



**A D V A N C E D
M E E T I N G S**



Personalizing the NAILBA Brainshark for BGAs

Step #1: Create a Microsoft PowerPoint slide with the look & feel of your agency (i.e. your logo, branding from your website, etc).

Send the **.ppt file** to - harmelink@advancedmeetings.com

Step #2: The PowerPoint slide will be placed into a BrainShark folder for your agency and you will receive a link that will let you Guest Author (add your voice...or the designated agency voice) the slide.

Instructions to add voice once you receive the link:

- Click on the URL you receive in the email from us
- Dial the phone number on the screen & enter the 8-digit # on the screen using your phone.
- When ready, press 1 on the phone to record (NOTE: You will see the suggested script beneath the slide)
- Press # to stop.
- You can press 3 to listen. If you like what you recorded, press 9 two times and Brainshark will disconnect the call. If you do not like it and want to re-record, press 1 to record and # to stop.
- When you are done a message will appear on the screen to declare the presentation is complete. Indicate YES and that's it. You will not be able to re-record after this point. Within 2 days we will send you the URL to put on your website or email to producers or both). You will also receive an email every week as to who viewed, how long and when.

Couple of suggestions: Please use your phone headset, not a speakerphone or cell phone. Sound conversational and have fun.

We look forward to working with you – my contact information is below:

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