

Checklist Lecturer

A webinar is a web-based seminar transmitted live over the web. Usually it will comprise of a speaker presenting a series of PPT (Microsoft PowerPoint) slides. The slides should naturally follow the topics selected for the webinar. There should be two gaps within the presentation to allow for questions from the delegates (every 15 minutes - please insert a "Questions" slide into your presentation).

Delegates will not be able to speak during the webinar but can ask questions by typing these into their control panel. The PPT slides may contain text, images etc. If you want to show videos (max. 20), please send them to your host prior as they can only be transmitted in the correct quality if we upload videos to the software before broadcast.

Please also submit two Multiple Choice Questions (1 correct answer out of 4 possible), which will be launched by the organizer during the webinar (after each of the two breaks for Q&A).

It is easier if the lecturer is using a USB headset connected to the computer but usually standard headsets also work fine. During the presentation, only the voice of the speaker is heard – there is no accompanying video. The webinar can be delivered from any venue providing that there is access to a computer with a reliable internet connection.

The webinar should last for 45 minutes, unless otherwise agreed with us and it will be hosted by a member of our team who will introduce the speaker, field delegate questions and run audience polls/surveys.

Delegates will be required to take a test consisting of 3 Multiple Choice Questions, which should be sent to us by the speaker at least 28 days before the webinar, together with the 2 Multiple Choice Questions to be launched during the webinar and the PPT presentation.

System requirements

Please check your system here:

<https://support.goto.com/webinar/system-check-attendee-av>

Practice session

Our host will schedule a brief practice session with the speaker prior to the live webinar.

Recording

The webinar will be recorded and the archived session made available for future educational purposes.

Checklist preparing for a webinar

As soon as possible or at least 6 weeks before the webinar:

- provide title of webinar
- send picture matching topic of webinar
- send portrait and short CV

At least 28 days before the webinar:

- send PPT-presentation (ideally as PDF with 1 slide per page)
 - send 2 multiple choice question to be used during the webinar
 - 3 multiple choice questions to be used for the test
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- test webinar software during the two weeks preceding the webinar

Please remember

- Ensure that you are sitting comfortably at your computer in a room where you will not be disturbed
- Ensure that you have an internet connection
- Ensure that you have an USB headset connected correctly
- Ensure that you have the PPT presentation prepared and ready to show slides
- Disable email pop ups etc. as the delegates will be viewing your computer screen
- Turn off mobile phone (it can affect the system)
- Be aware of outside noises – barking dogs, noisy cats
- Log into the session at least 15 minutes before 'go live' so that the host can run through the schedule for the webinar