

WEBINAR STANDARDS

GUIDELINES FOR CREATING WEBINARS

Webinar duration: no longer than 1 hour

Proposed Outline:

- Welcome
- House Keeping (how to use the platform, how to ask questions, etc) 5 minutes
- Agenda (2 minutes)
- The Team (slide with names or pictures?) - 1 minute
- Community efforts
 - A (10 minutes)
 - B (10 minutes)
 - C (10 minutes)
- Round table (10 minutes)
- Webinar satisfaction survey link (2 minutes)

Suggested learner interaction strategies

- Polling questions (host sends polling questions to the audience)
- Open questions to the audience (presenter asks couple of questions to the audience)
- Audience can text their questions on the webinar platform