Webinar readiness: Are you ready to dive in?

Participants' guide

About your webinar

Webinar (title)
Webinar content: structure/modules/sections/ practical activities
Duration
Expected outcomes
Equipment required, technical requirements, facilities
How to access the webinar platform?
Contacting the webinar facilitator
Contacting Technical Support

Prior to the webinar

Conduct any Audio, visual and other technical checks
Contact relevant IT support, if required
Complete any pre-webinar ready/study (if required)

During the webinar

Follow the ground rules:

- Mobile phones: Switch off/put on silent
- Work/personal email: refrain from using/responding, close down the application, if possible
- Use interactivity tools as pointed out by the facilitator to take part, share your views and comments
- Feel free to make notes either using the tools within the platform or in any other format (note pad and pencil)
- Feel free to ask questions by posting them in the Chat room (remember that you can send them to the facilitator and the group or "privately")
- If you need to step away – use the tool within the webinar platform to notify the facilitator that you are "leaving the room" and notify them when you are back
- Enjoy the session!

Following up the webinar

- Complete any assignments (if any) or recommended reading (if relevant)
- Share your comments by completing the questionnaire or directly with the facilitator
- Put what you have learnt into practice
- Share "lessons learnt" with the colleagues (if appropriate)
- Consider next steps: further studies and/or further changes to work practices

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