Brief for conducting Webinar- Guidelines for the Faculty/ Moderators

**(Indicative guidelines bases on experience of attending many webinars across different platforms, and conducting VC based sessions and webinars)**

# Duration:

* The webinars usually last 1 hr. Very difficult to sustain beyond this. (Seen to be most common duration, practically in all the webinars from across the globe )

# Content:

One focused topic, which can be covered within 20-25 minutes keeping the remaining time for discussion.

* Maximum 10-12 slides
* Keep the slides ready for sharing- participants invariably ask for a copy of the slides- assuring them keeps their attention focused on the discussion.
* If possible(It is possible in BigBlueButton)- make the slides downloadable directly from the webinar screen
* There is a preference for technical topics (especially in SAIL), but management topics where some specific take-way in terms of skill of some tool or concept which people feel will help them professionally also works well.
* The webinar content should preferably have some practical tips.

# Participants Selection

* Identify a specific target group for whom the topic is of high relevance and high interest
* Core group of participants should be identified. Others may add on
* Need a significant portion of your core participants to be technologically comfortable and not see the process as too hi-fi, or complex.

# Pre-webinar communication

* Send an invitation e-mail to the target population and facilitators, preferably early. Give at least 2 days’ notice for individuals and plant facilitators to organise themselves . Key information to be shared
  + Details of the webinar- topic, learning objectives
  + Timing- date and time. Encourage people to join 5 min. before the scheduled time to get time to adjust their connection. Also join the session 5-10 min. earlier to be ready when people join.
  + Connection details- and instructions for connecting. Connection directions for BigBlueButton are given in the OnlineGRoupDiscussion (OGD) forum where the meeting room has been set up.
  + Your Contact details in case of any problems or clarifications before the webinar

# Protocols during webinars

* Start with the structure of the webinar and rules of communication. Some guidelines that have worked well are
  + Structure the webinar in three parts- core presentation, followed by Q&A and then summarization. This enables you to deliver the core content before any technical glitches, distractions or noise during the discussion cause the discussion thread to be lost.
  + Request all participants to keep their mikes in mute (In BigBlueButton, the presenter can mute everyone)
  + Encourage people to post their questions in public chat .in many webinars, that is the only option open to people
  + Request participants to mute their cameras, it tends to cause unstable connections for the end users.
  + After the core presentation, start addressing questions that come through the public chat
  + Summarise the discussion and thank everyone to signal that the webinar is over. Towards the end, the discussion can get desultory
* Maintain time and avoid drift. Extended discussions appear interesting but put off many people from the next event.

# Follow up activities for long term activities

* Connect the webinar to an existing program or create a new e-learning program in line with your webinar.
* Share more in-depth resources on the webinar topic either through email or better direct people towards an e-learning module that is a more detailed version of your webinar. This makes the webinar a long term thing and connects it to your overall learning strategy. Normally share the sources from which you have drawn your content. This builds credibility for your webinar.

# Technical Prerequisites

* Internet access with reasonable bandwidth is required for all
* Normally video resolution can be kept low to enable people with low bandwidth also to join
* For Faculty
* Access to eabhigyan and enrolled in the forum “Online Group discussion” or own account in Zoom, Google Meetings, GotoMeeting, GotoWebinar, AdobeConnect
* Laptop/PC with mike, webcam and speakers
* For participants
* Speaker is essential
* Camera is optional- even without it people can listen
* Mike is optional- in that case the user can type in the chat box and communicate through chat