PLANNING OF A WEBINAR

PLANNING A WEBINAR AS A PROCESS

BEFORE → AFTER

START   DURING   END

HOW DO YOU PLAN A WEBINAR?

- TITLE OF WEBINAR
- GOALS, AIMS, MEANING OF WEBINAR
- FOR WHOM?
- TIME-BASED PLAN: DATES, DURATION
- STAGES OF THE WEBINAR
- WEBINAR PROGRAMME: Uninterrupted, interrupted

- PLANNERS
- PERFORMERS
- PARTICIPANTS

PERFORMERS OF THE WEBINAR

- CAN YOU SEE THE PERFORMER?
- DIOR: bilder, text, diagram, visualisering
- Take note of the cognitive load on the screen and the repaltionshop between speech and slide
- YOU CANNOT SHOW VIDEO IF THERE IS ONLY ONE SOUND SOURCE
- PLANNING THE PRESENTATIONS

HOW TO CREATE A GOOD PARTICIPATION EXPERIENCE?

- PROGRAMME
- PARTICIPANTS
- INSTRUCTIONS FOR WORK
- TOOLS FOR PARTICIPATION
- ACTIVITIES AT DIFFERENT STAGES
- WEBINAR JOURNAL to be printed beforehand
- WORKING IN SMALL GROUPS