Checklist to organise a webinar from OIE SRR Bangkok

Webinar #   -

Date :

☐ Objectives

☐ Experts

	contacted	confirmed	resume	PPT
-	☐	☐	☐	☐
-	☐	☐	☐	☐
-	☐	☐	☐	☐
-	☐	☐	☐	☐

☐ Date confirmed

☐ Zoom booked for webinar

☐ Preparatory meeting planned

☐ Zoom booked for preparatory meeting

☐ Prepare announcement

☐ Dedicated announcement 1 week before

☐ Reminder the day before

☐ Prepare the introductive and final slides for the webinar

☐ Put on line the video and the PPT

☐ Message to confirm that on line

Nbr of participants:

Nbr of Questions: from ……………participants

Preparatory meeting

Send a message to ask for the preparatory meeting

      Introduce the participants
      Remind the objectives of the webinar
      Template sent
      Ask for resume
      Ask for PPT

Topics to cover at the preparatory meeting

- Thanks for accepting to participate in the webinar
- Round of introduction of participants if they don't know each other
- Review the objectives of the webinar
- Agree on the distribution of speeches
- Practical training on zoom
  - Camera: on/off
  - Micro: on/off
  - Shared screen on/off
  - Chat: to all / private
- Additional information
  - Webinar recorded
  - Only written questions: usually few → time for answers has to be respected.
- *Ask for resume & PPT (if relevant)*
- *Template (if relevant)*

Before the webinar

- Prepare the first/last slides of the webinar
- Print the summaries describing the experts
- Prepare the Title and description of the webinar (for Youtube) – cf Annex
- Set up an OIE internal Whatsup group with all involved persons allowing communication during the webinar

For the webinar

- Open the first/last slides of the webinar
- Connect to zoom via the application (not the link) – 15 minutes in advance
- Ensure the speakers are connected and that micro/cameras/share of screen are OK.
- Share the screen on the first/last slides of the webinar
- Welcome the participants
- Ask permission to record
- **Start the recording**
- Present the objectives of the webinar
- Remind the rules:
    o Length of the presentation(s) / time for questions
    o Only written questions to be written in the chat box – if no time to answer them all, answers to be provided by written.
    o Ask them to write their name and at least the name of their country in the chat box for our records.
- Present the first speaker and give him the floor
- Remind participants to write down their questions between each presentation
- Repeat for each speakers
- After the last presentation, thank all the speakers
- Read the questions and identify who to answer.
- After the last question:
    o share the screen with the last slide
    o Thank the speakers and the participants
    o Remind about recording
    o Give the dates of next webinar
- Close the webinar

After the webinar

- Send a written email to thank the experts with copy to the person(s) who recommended him/her
- Save the chat, the audio (in case) and the video
- Edit the chat to keep only the relevant text (remove all private and irrelevant discussions)
- Check if the video needs some edition (e.g. if there has been some internet connection issues…).
- Send a message to Com Unit *(if relevant)*
    o Edition of the video, if needed
    o A link in Youtube
    o Provide Comm Unit with the drafted title and a description of the webinar
- Record the indicators
- Organise uploading on line of the video and pdf format of the ppts.

- *Twitt (if relevant)*
- Prepare next webinar ;)