



Conduct an Effective Webinar

synchronous learning activity

Gigi Roman – Advanced Distributed Learning

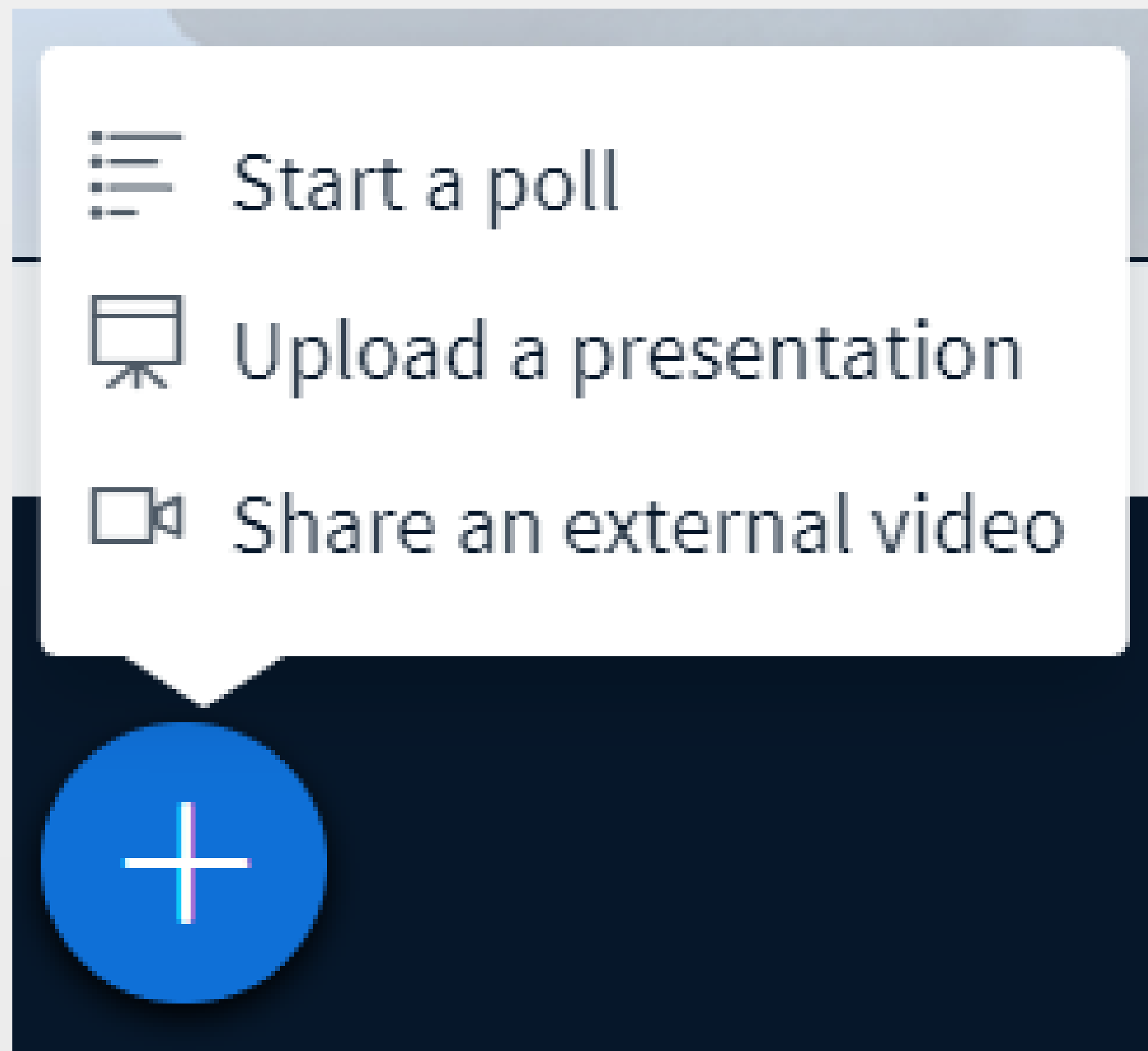
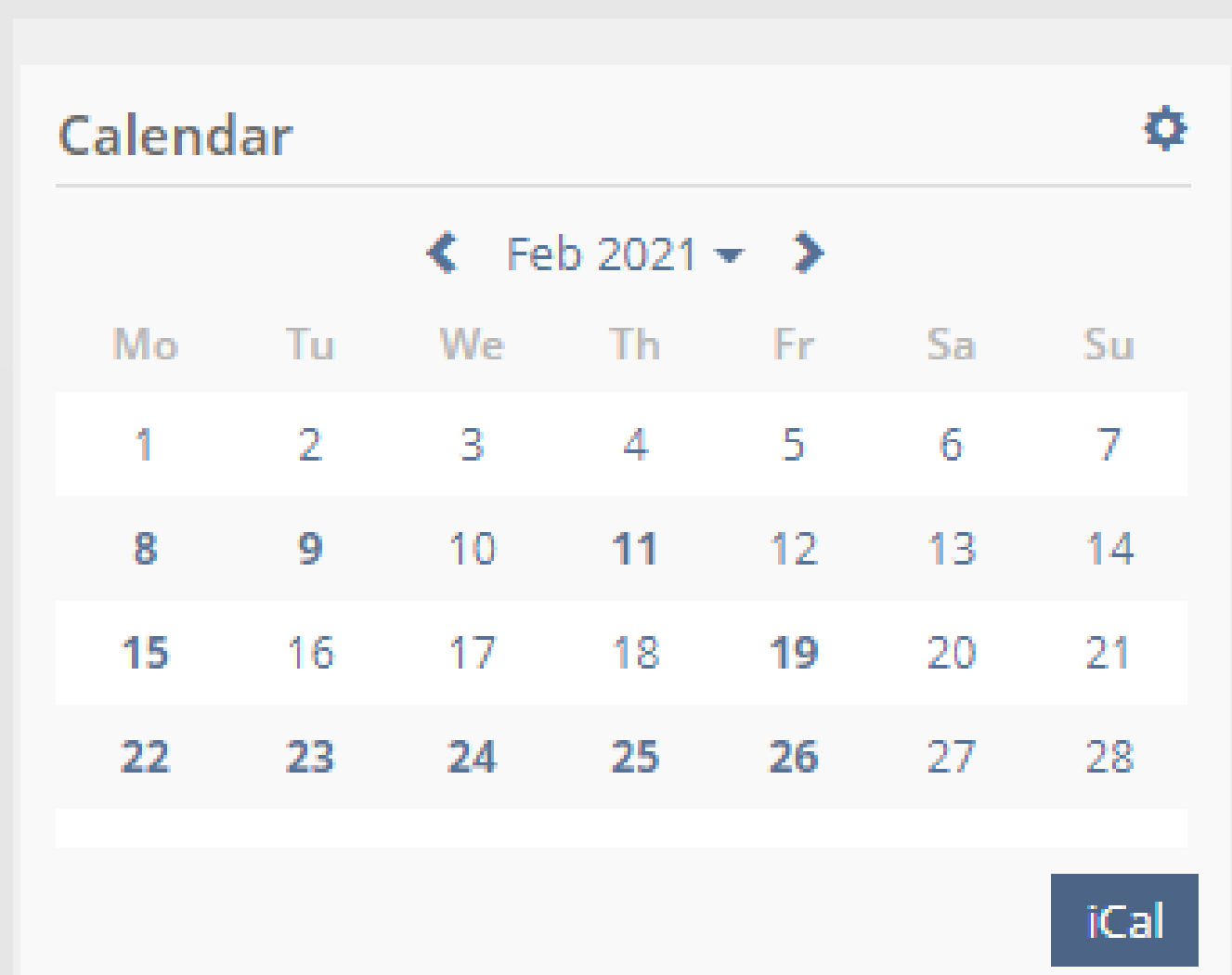
Abstract

With the 2020 pandemic we have witnessed an explosion of synchronous online activities. Existing solutions and new ones are used by business and education/training sectors to engage and interact with customers and students. Online meetings, presentations, lectures, and group work are just a few of the activities conducted. During this session we will discuss and demonstrate how to effectively plan, conduct and follow up a webinar using technology available.

Before the Webinar



- Prepare the Agenda,
- Time zone considerations
- Send out meeting reminder(s)
- Test your tools!



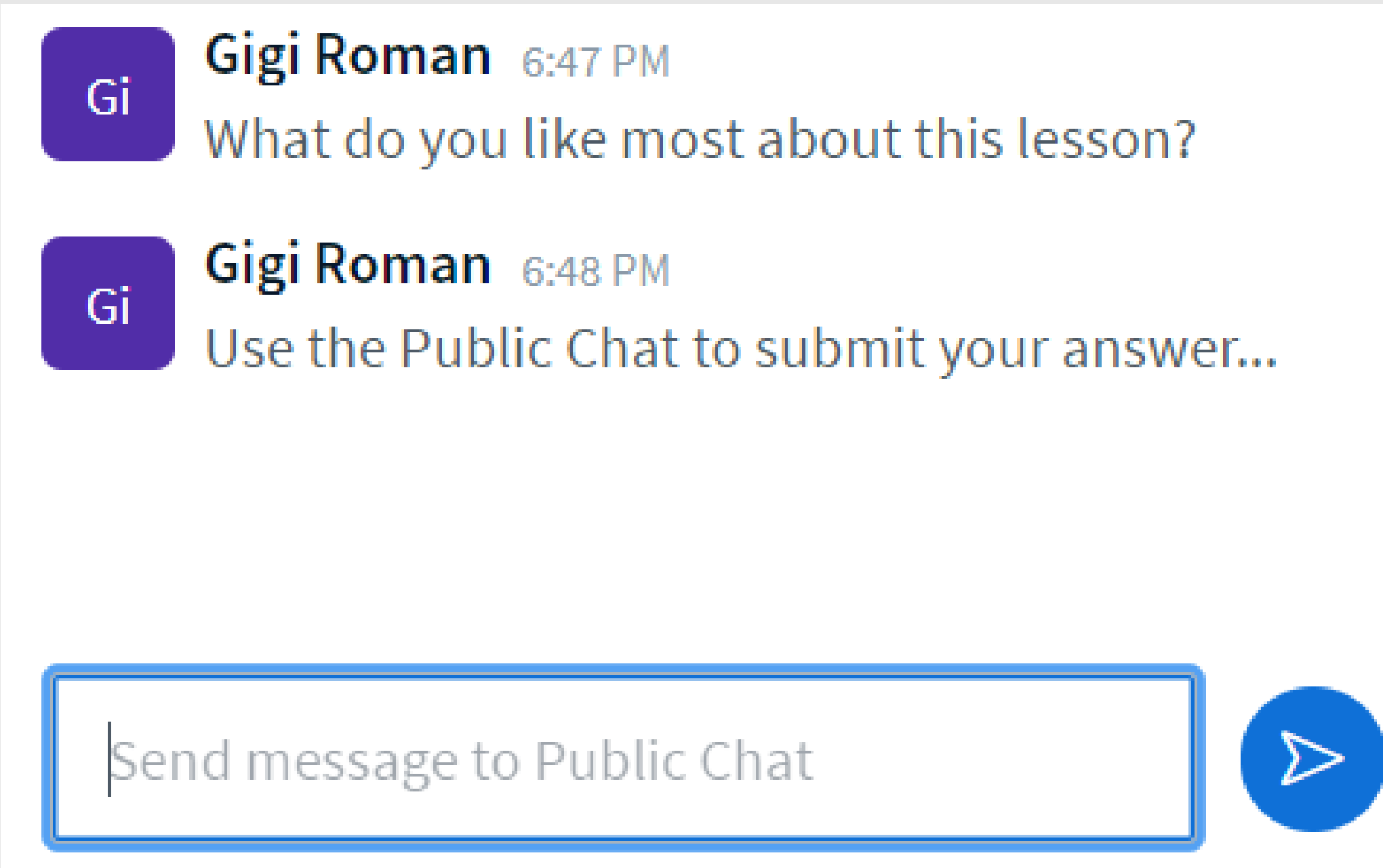
During the webinar

Conduct – engage using available features: polls, chat, open mike, notes, multi-user whiteboard...

Engage often using: polls, chat, open mike, notes, multi-user whiteboard...

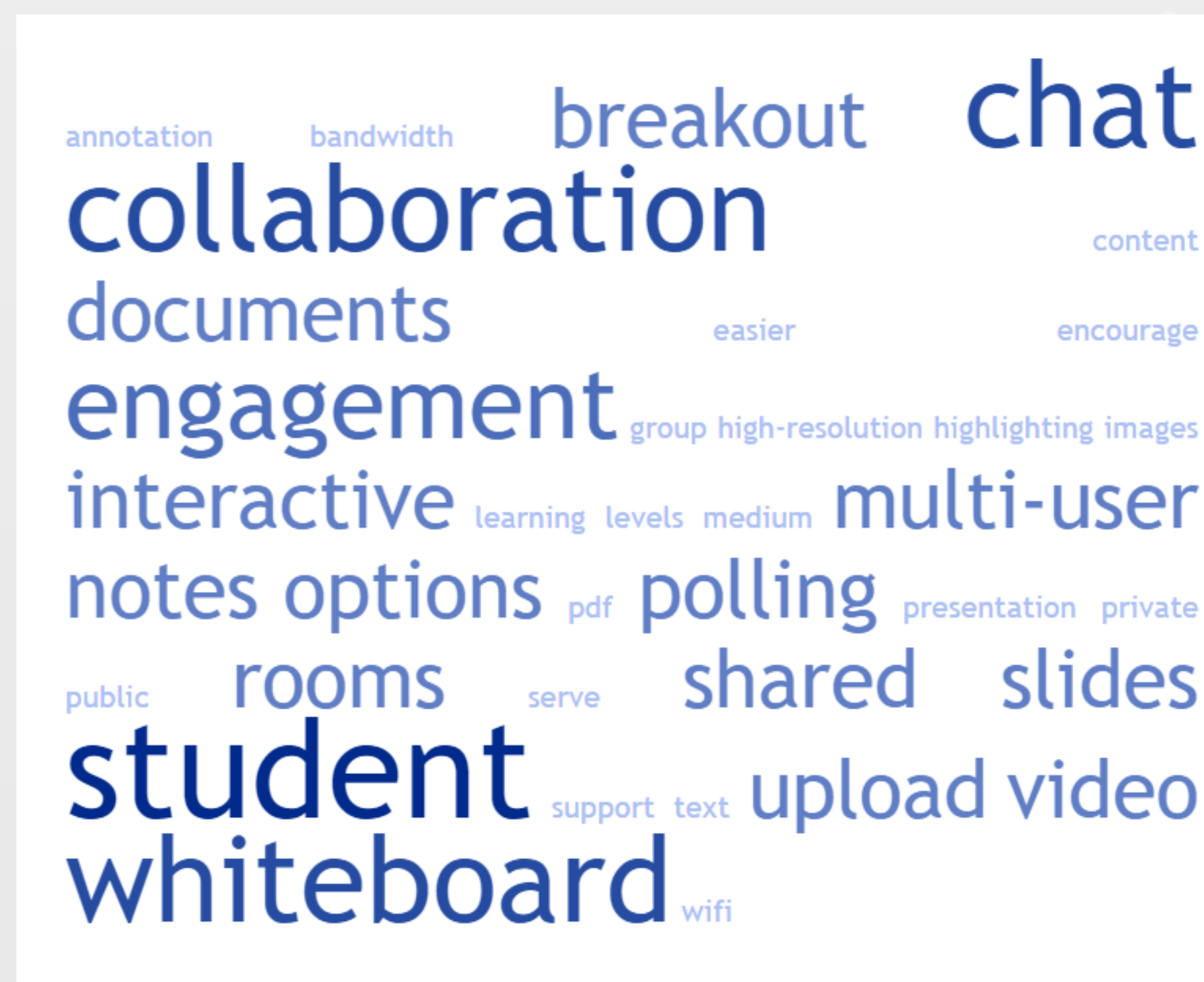
Conduct online activity/lecture engaging using available features.

Small groups / breakout activity followed by debrief in plenary room,



Follow on

After the Webinar send a short email to the participants that thanks them for attending, reminds them about the key points and provide them with notes and references to your lecture/ presentation. Use LMS for continuing discussion in forums, and follow-up.



Keywords

Webinar; Online Conference, NATO School Oberammergau; NATO; Modernization; Training and Education; Synchronous learning, Online lecture, online presentation, interactive.



Lessons Learned

- Send instructions via email and reminders, with link, joining instructions and time. Time zone considerations
- Join early
- Welcome, introduce yourself, icebreaker exercise, group photo
- Conduct Lecture activity and engage using webinar features: polls, chat, notes, interactive board, microphone, video camera, screenshare...Breaks
- Closing remarks...
- Follow up with email



Further information

- <https://www.natoschool.nato.int>
- <https://globalnetplatform.org/nso/>
- Email: adl.info@natoschool.nato.int