

Presenting Effective **WEBINARS**

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What is a Webinar?

- Information exchange
- Screen + audio



Why Webinar?

- Cost Effective
- Environmental impacts
- Reduces travel
- Global



What It Takes

- Software
- Hardware
- Team
- Protocols
- Planning



Effective Webinars

- Process
- Planning
- Timing
- Desired outcome
- Expectations



Engage Your Audience

- Facilitator
- Photos
- Q&A
- Polling
- PPT design



simplicity





Challenges/Limitations

- 60% communication is non-verbal
- Can't see body language
- Distractions, e-mail, multi-tasking



Quick Tips

- Dress rehearsal
- 5-7 sec delay
- Checklists
- Don't breathe
- Mute microphones
- Canned questions



Questions/Comments



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