



Webinar Checklist for Organisers



Phase:	Activity:	Date:
Schedule	Define webinar title and prepare descriptive blurb	at least 1 month in advance
	Set the date (<i>Thursday of every week</i>) and time (<i>accommodate target time zones</i>)	at least 1 month in advance
	Identify presenter(s) (1 or more)	at least 1 month in advance
	Identify discussant (if desired)	at least 1 month in advance
	Identify moderator (opens the webinar, introduces panelists, fields audience questions and submits them to panelists)	at least 1 month in advance
	Submit supporting content to the socialprotection.org team: <ul style="list-style-type: none"> • logo(s) • panelist bios • linked content (publications, videos etc.) • determine future webinar collaboration: Webinar Series • determine the use of an Online Community • begin preparing webinar slide presentation 	at least 1 month in advance
Promote	Disseminate webinar invitation prepared by the socialprotection.org team	1 week in advance
	<i>Commence social media promotion:</i> Facebook and Twitter <ul style="list-style-type: none"> • assign a unique hashtag • use #SPorgWebinar • assign live tweeting lead for on the day 	1 week in advance
Prepare	Submit slide presentation to the socialprotection.org team for formatting in template and upload to Gotowebar	1 week in advance
	Submit/upload content (documents, discussions) to Online Community (if desired)	1 week in advance
	Participate in webinar technical training for panelists	1 week in advance
On the day	Test Gotowebar (video, audio, presentation)	1 hour in advance
	Perform live tweeting	During
Post webinar	Disseminate webinar recording on social media	Within the week
	Post attendee questions that remained unanswered on the Forum or Online Community	Within the week