Webinar

Checklist for organisers

socialprotection.org

Webinar's organisers must observe this checklist of activities, abiding by the timeline of submission of required content, to ensure the effective promotion and dissemination of the webinar in the lead-up to the event.

In the event that organisers fail to submit the required content on time, the webinar will be cancelled.

Phase	Activity	Deadline (based on webinar date)	Responsible		
			Webinar Organiser (s)	Speakers	The socialprotection.org Team
Book	Inform the socialprotection.org team about the interest in setting up a webinar.	At least 1 month before the intended webinar date	✓		
	Check the availability of all speakers involved and book a date – webinars are held on ***Thursdays.***				
Confirm	Confirm the **date** and the **webinar topic**.	1 month before the webinar	✓		
	At this moment, the organiser must be sure that the webinar will happen, even if small adjustments are still needed. Failure to				

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			Webinar Organiser (s)	Speakers	The socialprotection.org Team
	confirm one month prior to the event will result in offering the slot to other stakeholders if requested.				
Provide info	Provide **webinar title, time (and target time zones), and descriptive blurb**. Also, provide logo(s) of organiser(s) and co-organiser(s). **Any content that is linked to the webinar** (publications, videos, etc.) **should be provided as well.** This is the basic information we need to schedule the webinar session on Zoom and set the webinar page on socialprotection.org – the sooner this information is provided, the better, as we can display it on our homepage and disseminate it in our monthly newsletter.	3 weeks before the webinar	✓		

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			Webinar Organiser (s)	Speakers	The socialprotection.org Team
	Confirm **speakers** (**presenter(s) (1 to 3)**, **discussant(s) –** if desired – and **moderator.** The moderator opens the webinar, introduces panellists, feeds audience questions and submits them to panellists).	3 weeks before the webinar	✓		
	Provide **name, position, e-mail address, short bio,** and **picture** of each speaker.				
Disseminate	Promote the webinar on social networks. If desired, organisers can assign a unique hashtag for their webinar (all social media posts related to webinars are assigned the hashtag **#SPorgWebinar**).	During the week before the webinar	✓	✓	✓
Prepare	**Submit the slide presentations** to the socialprotection.org team (our team will format them into a standard template	1 week before the webinar		✓	

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			Webinar Organiser (s)	Speakers	The socialprotection.org Team
	and make the compiled presentation file available on socialprotection.org after the webinar). *Final updates will only be accepted up to 2 days before the webinar, otherwise they will not be incorporated into the final presentation.*				
	The organiser can submit/upload content (documents, discussions) to the related **online community** (if applicable).	Whenever appropriate according to the organiser	✓		
Train	The socialprotection.org team will consult speakers about availability for a technical training and lead the scheduled technical training session. Participate in the	During the week before the webinar		✓	✓

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			Webinar Organiser (s)	Speakers	The socialprotection.org Team
	webinar technical training/test session: compulsory for all speakers.				
On the day	Join webinar session at least 30 minutes in advance to participate in a last round of testing (internet connection, webcam, audio).	30 minutes in advance		✓	✓
Post-webinar	Disseminate the webinar-related materials (**webinar recording, slide presentation and recommended content**).	Within 3 weeks after the webinar	✓	✓	✓
	Share the **webinar analytics report** with organiser(s).				✓
	Answer any unanswered questions in the **Q&A document**. If applicable, post the Q&A final document in the related online community.		✓	✓	

Phase	Activity	Deadline (based on webinar date)	Responsible		
			Webinar Organiser (s)	Speakers	The socialprotection.org Team
	Produce a draft summary of the webinar discussion.		✓		
	Revise and upload the **blog summary of the discussion** to socialprotection.org.	Within 1 month after the webinar	✓		✓