



# Webinar Checklist for Organisers

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

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

Phase	Activity	Deadline (based on webinar date)	Responsible		
			Webinar Organiser(s)	Speakers	The socialprotection.org Team
Book	Inform 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 <b>Thursdays</b> .				
Confirm	Confirm the <b>date</b> and the <b>webinar topic</b> .	1 month before the webinar	✓		
	<i>At this moment, the organiser must be sure that the webinar will happen, even if small adjustments are still needed. The lack of confirmation one month prior to the event will result in offering the slot to other stakeholders if requested.</i>				
Provide info	Provide webinar <b>title, time (and target time zones), and descriptive blurb</b> . Also, provide <b>logo(s)</b> of organiser(s) and co-organiser(s). Any <b>content that is linked to the webinar</b> (publications, videos etc.) should be provided as well. <i>This is the basic information we need to schedule the webinar session on GoToWebinar and set the webinar page on socialprotection.org - the sooner this information is provided, the better, as we can display it in our homepage and disseminate it in our monthly newsletter.</i>	3 weeks before the webinar	✓		

	<p>Confirm <b>speakers (presenter(s) (1 to 3), discussant(s)</b> - if desired - and <b>moderator</b>. The moderator opens the webinar, introduces panelists, feeds audience questions and submits them to panelists).</p> <p>Provide <b>name, position, e-mail address, short bio</b> and <b>picture</b> of each speaker.</p>	2 weeks before the webinar	✓		
<b>Disseminate</b>	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 <b>#SPorgWebinar</b> ).	Within the week before the webinar	✓	✓	✓
<b>Prepare</b>	<b>Submit the slide presentations</b> to the socialprotection.org team (our team will format them into a standard template and make the compiled presentation file available on socialprotection.org after the webinar).	1 week before the webinar		✓	
	The organiser can submit/upload content (documents, discussions) to the related <b>Online Community</b> (if applicable).	<i>Final updates will be accepted only up to 2 days before the webinar, otherwise they will not be incorporated in the final presentation</i>	✓		
<b>Train</b>	The socialprotection.org team will consult speakers about availability for a technical training and lead the scheduled technical training. Participate in the <b>webinar technical training/test session: compulsory for all speakers</b> .	Within the week before the webinar		✓	✓
<b>On the day</b>	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		✓	✓
	Perform live coverage of the webinar on Twitter. Organisers are invited to interact on social media with socialprotection.org ( <b>@SP_Gateway</b> ) using the hashtag <b>#SPorgWebinar</b> .	During the webinar			✓

<b>Post webinar</b>	Disseminate the webinar related materials ( <b>webinar recording, slide presentation and recommended content</b> ).	Within one week after the webinar	✓	✓	✓
	Share with organiser(s) the <b>webinar analytics report</b> .				✓
	Answer any unanswered questions in the <b>Q&amp;A document</b> . If applicable, post the Q&A final document in the related Online Community.		✓	✓	
	Produce a draft summary of the webinar discussion.		✓		
	Revise and upload the <b>blog summary of the discussion</b> onto socialprotection.org.	Within two weeks after the webinar	✓	✓	