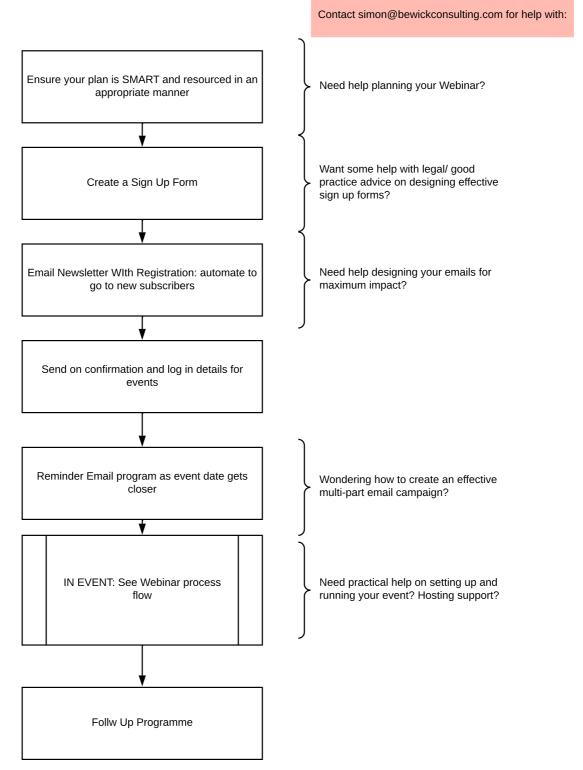
Bewick | Consulting

Selected Process Charts for Webinar Planning

Webinar Multi Panelist Planning Contact simon@bewickconsulting.com for help with: Consider Your Need help setting SMART objectives based on Aims and best industry practice and your specific needs? Objectives Consider Using a Want advice on the pros and you need Pre-recorded cons of webcasts, webinars, -NO Interaction? Webcast or Video VoD, and other options? on Demand Want help in choosing the right Choose your platform for your needs and how to Webinar Platform integrate with your existing and Build systems? Consider Security and Lock Do you require down Chat Room/ Q&A and Registration? other participant activity appropriately Use your liist to send out joining instructions. If you don't have a list you will need a sign up Do you need help with the practical elements of your campaign set up? Copy/ Design/ Process/ Ensure you are collecting the right Security/ UX advice? information to be able to segment/ personalise and allow entry Deliver your agreed communication plan including reminders up to point of event Ensure your Security Settings are appropriate for your Webinar Ensure you create a practice session for your presenters: as many as required and immediate prior to session Open the Presentation Session to Are you looking Attendees: Use a Rolling for training or Presentation as place holder while support for your they join for profesionalism presenters/ organisers or hosts with Spotlight on Host/ Facilitator: may want to show regard to Presentation gallery view of all presenters before switching back to spotlight host if appropriate Skills or Practical Use of Webinar Presenter introduces and hands over to panelist: functionality for move presenter spotlight to them. Then hands the best user experience?. back to presenter End Session (Allow for More Yes Q&As during or at end of presenters? session as appropriate) Follow Up and CTAs

A Simple Webinar Promotion Plan





For More Support on Webinar Requirements Including:

- * In Session Management
- * Internal Communications
- * Managing and Preparing Presenters
- * Making the Most of Your Session across Social and more

contact me at simon@bewickconsulting.com