

13. GIVING WEBINAR PRESENTATIONS



What is it?

A webinar is a short seminar hosted on a special online platform. In education, webinars are used by teachers to share research, approaches and best practices.



Why give a webinar presentation?

A webinar helps you connect with colleagues around the world. This increases your influence and helps others beyond your own state or country to benefit from your ideas. It also helps you develop important virtual presentation skills that can be used in other contexts such as e-moderation and online teaching. Plus, they're easy to do - all you need is a computer with a webcam, a mic and an Internet connection!

Get started by using these simple steps:

Step 1: Know your audience

You may already have a topic and content ready. But it's still important to know who will attend your webinar. Speak to the organisers and ask them for more information. If possible, use Google Forms to survey attendees before the webinar. Try to cater to the needs of your attendees. For example, if you're expecting a lot of pre-primary teachers, think about how you can include details that are relevant to young learners.



more effectively. A right balance between text and visuals will help participants grasp ideas faster. Focus on sharing stories, practical examples and ideas rather than just a lecture. If the webinar is for 60 minutes, plan for about 40 minutes of content. Keep around 10 minutes for questions from participants. Include references and citations where appropriate.

Step 2: Design your presentation

Keep your slides text-light with some visuals. The more text you include on your slides, the more likely you are to read these slides out to your audience. Use appropriate images, pictures or graphic to convey your ideas



Step 3: Add interaction

While you may not be able to see the people attending your webinar, most platforms include ways in which you can interact. These include polls, breakout rooms and chats. For example, before sharing your own ideas, ask the audience to share their experiences in the chat.



This guide uses Quick Response (QR) codes. To scan these codes, look for the app in Google Play or App Store and download it for free. To access resources, open the app and hold it above a QR code.

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Step 4: Know the platform

Most webinar platforms tend to include the following features:

1. Your webcam
2. A list of attendees
3. Presentation slides
4. A chat window with comments from attendees
5. A chat box where you can type comments



Always do a rehearsal. This helps you know the layout of the screen, test your audio and video and make sure you know how the platform works. Remember to check timing.

Step 5: During your presentation

Start your presentation by doing a sound check. Keep your tone conversational and don't speak too fast. Encourage attendees to share ideas and ask questions in the chat. Inform them that you'll also have a question and answer segment towards the end of your webinar. Keep an eye on the clock – if you're running out of time, don't rush through your presentation. Instead, skip slides and explain to your audience why you're doing this.

Step 6: Share relevant resources and links

Share links and resources with your audience in a PDF document or through an online platform like Google Docs. The

attendees will appreciate further reading material and will usually ask you for recommendations. If you have a document ready with these resources, you can share it with them towards the end of the presentation.

Step 7: Troubleshoot

Be prepared for technical issues! They can happen to anyone including experienced webinar presenters. Before the session, check if your Internet connection is strong enough to support the webinar.

Use a good quality headphone to cut down on background noise. If an attendee writes in the chat that he or she can't hear you in, ask if others can hear you before you take further action. Audio issues are usually resolved when attendees logout and log back in. If your connection is slow or your slides aren't visible, turn off your webcam. Attendees may also take time to respond to your questions in the chat so be patient. Most importantly, keep calm and continue presenting.



Watch this video to know more about giving webinar presentations.



This guide is linked to the British Council CPD Framework for Teachers.

It develops the professional practice:

Integrating ICT:

- Promoting collaborative and participatory learning by exploiting online communities, tools and platforms.
- Setting up activities that support learning by exploiting appropriate digital content, tools and platforms.

Stage: Engagement