

# Online Meetings & Live Streaming

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**Webinar #3 in the *Embracing Remote Work for Civil Society* series**

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# Online Meetings & Live Streaming

Welcome at our Webinar #3 in the Embracing Remote Work for Civil Society series of webinars! While we are waiting for other participants to join, let's meet each other.

In the common chat, please write:

1. your name, the organisation you represent, and what country(-ies) you work at, and
2. if you attended our Webinar #1 on April 10, or watched the recording /read the presentation at <https://elearning.eapcivilsociety.eu/>.

You are welcome to ask your questions in the Q&A or in the chat any time during the webinar; however, we are kindly asking you to mute your mics when you are not talking. If you want to ask your question audibly, let us know by using 'Raise the hand' button.

*The recording  
of the webinar  
and the  
presentation  
will be emailed  
to you*

# Eastern Partnership Civil Society Facility – Regional Actions

**Goal:** to promote the role of civil society actors in the six EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) in reforms taking place in their countries

**Funded** by the European Union

**Implemented** by a consortium led by GDSI Limited (Ireland)

**Duration:** 2017-2020

**Details:** <http://eapcivilsociety.eu/>

01

## Mapping studies and research

for a better understanding of civil society organisations in the partner countries and their problems

02

## E-learning courses and webinars

to strengthen civil society capacity and local impact

03

## Hackathons to develop new ICT tools

to enable broader participation of civil society in decision making processes

04

## Better communication

for high-impact civil society work to improve the image of civil society work and learn how to communicate it better

05

## Civil Society Fellowships

for future leaders in key sectors to enable them to drive changes

# Embracing Remote Work Series of Webinars

**Why:** to help you learn more about some of the most used tools and solutions for distant work, online communication and collaboration

**Webinar #1 on 10/04:** Transferring your team to remote work: main principles and steps, good practices and tools for communication

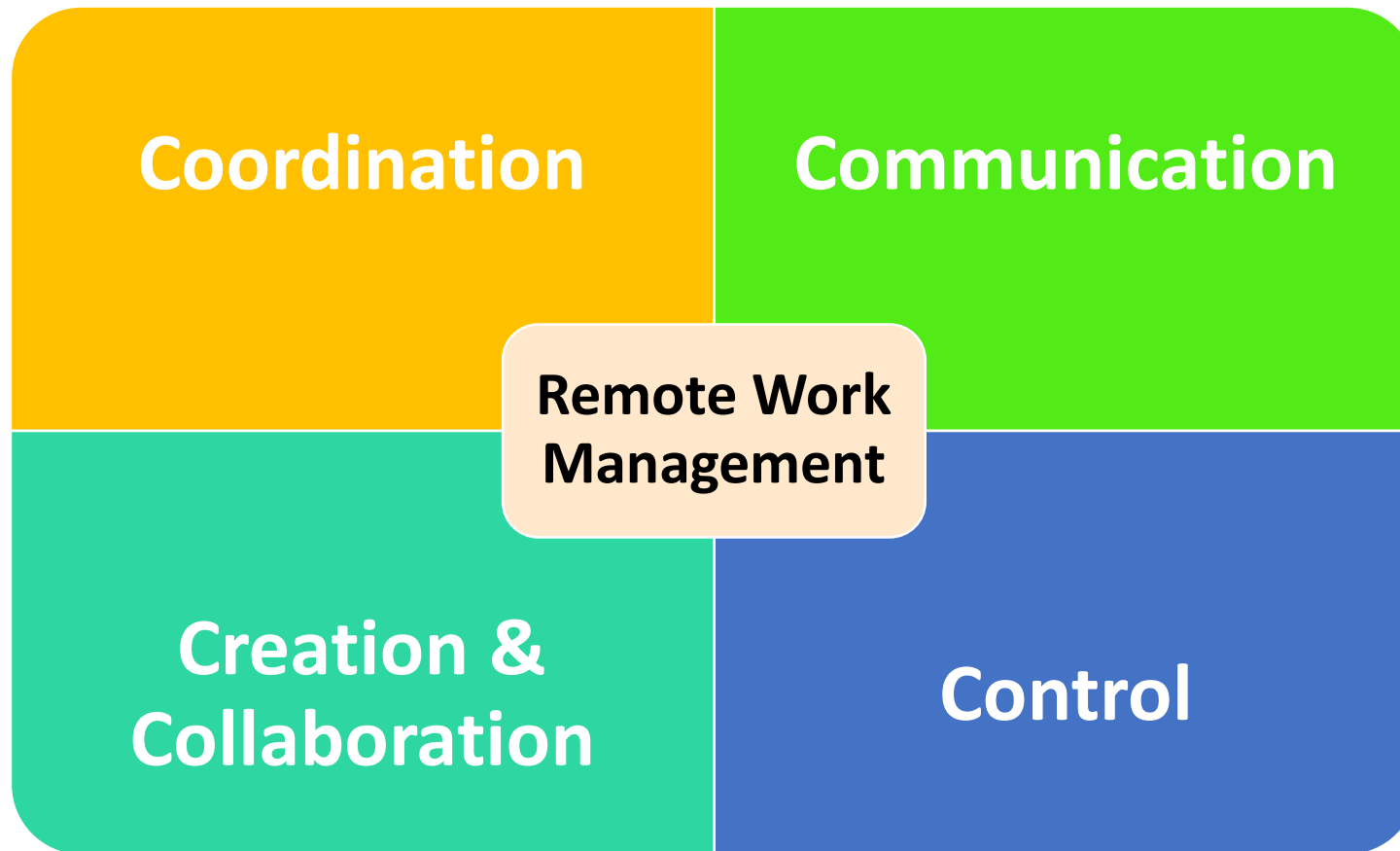
**Webinar #2 on 24/04:** online project management solutions (MS To Do, Trello, Asana, OpenProject)

**Webinar #3 on 08/05:** digital solutions for online meetings & webinars (Jitsi, Zoom, WebEx) and streaming (YouTube)

**Webinar #4 on 22/05:** other goodies and addressing your requests and questions



## Recap: Elements of remote work for managers



Please watch Webinar #1 for MS Teams and Slack as team communication tools and more:

<https://elearning.eapcivilsociety.eu/2020/04/embracing-remote-work-for-civil-society/>

And Webinar #2 covers online project management tools:

<https://elearning.eapcivilsociety.eu/2020/04/online-project-management-tools/>

Webinar #3

# What Do I Need?

Short introduction to the key options for remote communication and overview of the main features

# Online meeting, webinar or live streaming?

## Online meeting

- Collaboration among a relatively small group of people
- Most active attendees
- Participants are directly invited by the host
- Everyone can listen to, speak with each other and use demonstration tools (screen / app sharing / whiteboard)
- Chat option only

## Webinar

- Presentation to a larger group
- Interaction with attendees is foreseen
- Open for registration
- Two groups: speakers and attendees
- Only speakers can speak and use demonstration tools
- The attendees remain in listen-only mode (unless allowed by the host)
- Q&A and chat

## Live Stream

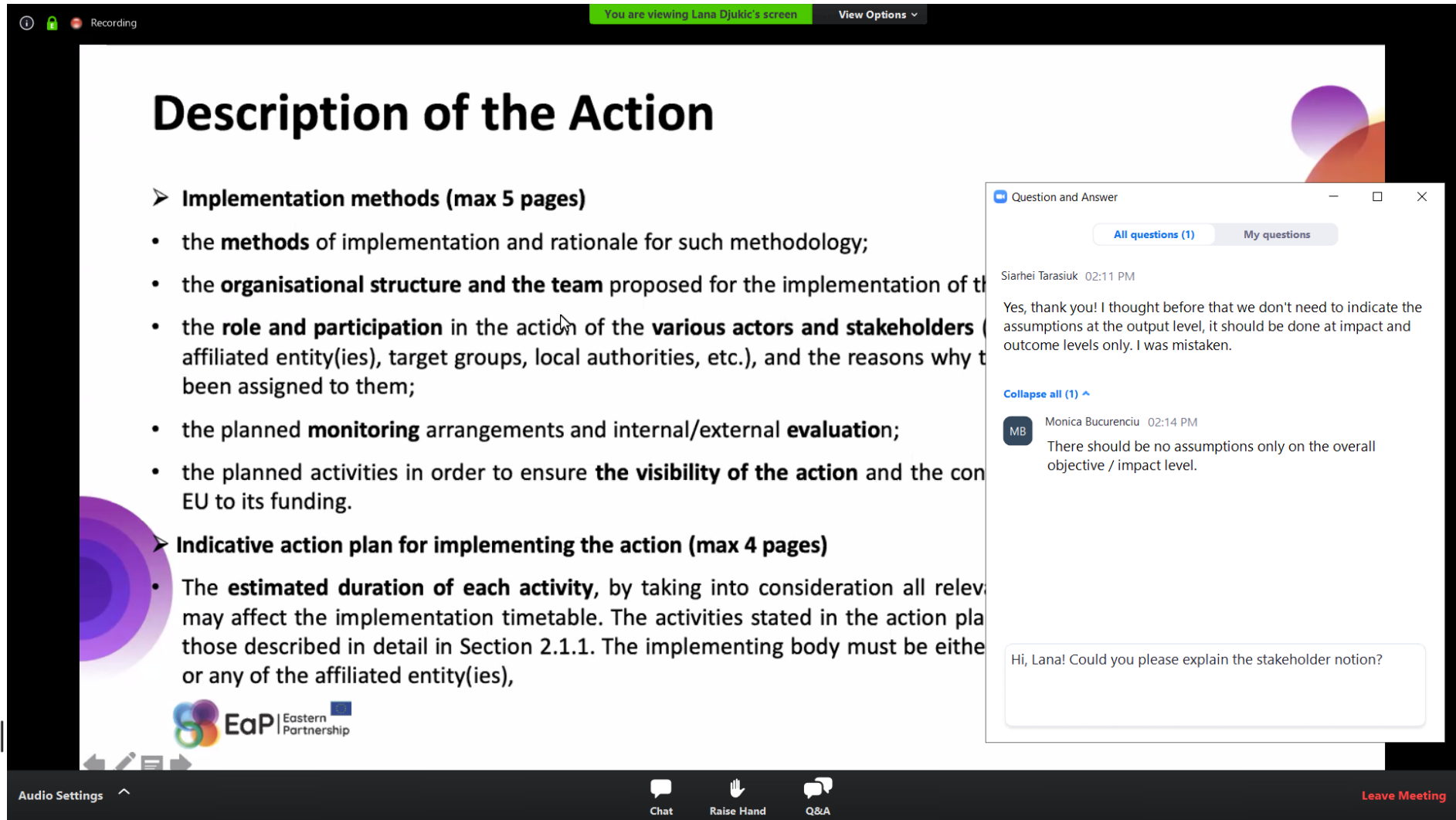
- Online streaming media simultaneously recorded and broadcast in real time
- Very little or no interaction with attendees is foreseen
- Very larger audience
- 'One-man show' (one streaming spot)
- Offline and online events
- Viewers can only watch and comment / react on what they see (only some platforms have live Q&A features)

# Illustrating the difference: Online meeting

The image shows a Zoom meeting interface with 35 participants. The main window displays a grid of video thumbnails for each participant. The top bar shows the meeting ID: 539-544-323. The right sidebar lists the participants with their names and initials, such as Cabinet Room (Host, me), PM, Defra SoS, Alister Jack - Scottish Secretary, Amanda Milling, Anne-Marie Trevelyan, Ben Gascoigne, Brandon Lewis (SoSN), Cabinet Secretariat (Emily Card...), Chancellor of the Exchequer, chris whitty, Dom Raab, Ed Lister, Grant Shapps, Home Secretary, and iPhone. The bottom bar contains controls for Mute, Stop Video, Invite, Manage Participants, Share Screen, Chat, Reactions, and End Meeting.



# Illustrating the difference: Webinar (user view)



The screenshot displays a webinar interface. At the top, it indicates 'Recording' and 'You are viewing Lana Djukic's screen'. The main content is a slide titled 'Description of the Action' with the following bullet points:

- **Implementation methods (max 5 pages)**
  - the **methods** of implementation and rationale for such methodology;
  - the **organisational structure and the team** proposed for the implementation of the action;
  - the **role and participation** in the action of the **various actors and stakeholders** (affiliated entity(ies), target groups, local authorities, etc.), and the reasons why they have been assigned to them;
  - the planned **monitoring** arrangements and internal/external **evaluation**;
  - the planned activities in order to ensure **the visibility of the action** and the contribution of the action to EU to its funding.
- **Indicative action plan for implementing the action (max 4 pages)**
  - The **estimated duration of each activity**, by taking into consideration all relevant factors, may affect the implementation timetable. The activities stated in the action plan should be those described in detail in Section 2.1.1. The implementing body must be either the implementing body or any of the affiliated entity(ies),

A 'Question and Answer' window is open on the right side of the slide. It shows a question from Sjarhei Tarasiuk at 02:11 PM: 'Yes, thank you! I thought before that we don't need to indicate the assumptions at the output level, it should be done at impact and outcome levels only. I was mistaken.' Below it, a response from Monica Bucurenciu at 02:14 PM: 'There should be no assumptions only on the overall objective / impact level.' At the bottom of the window, a text input field contains the question: 'Hi, Lana! Could you please explain the stakeholder notion?' The bottom of the screen shows a meeting control bar with 'Audio Settings', 'Chat', 'Raise Hand', 'Q&A', and 'Leave Meeting' buttons.

# Illustrating the difference: Webinar (host view)

The screenshot shows a Zoom webinar interface. At the top, there's a status bar with 'Zoom', 'Вы просматриваете экран Lana Djukic', and 'Настройки просмотра'. Below that, a toolbar contains icons for recording, mute, video, and a 'Войти в полноэкранный режим' button. The main content area displays a slide with the following text:

## Rights Based Approach

- ✓ **Non-discrimination and equal access**
  - All people have **equal access to all activities/ services** designed and implemented.
  - **No discrimination** of any kind on the basis of race, colour, sex, sexual orientation, ethnicity, age, language, religion or other opinion, origin, disability, birth or other status to public services, opportunities, justice and security.
- ✓ **Accountability and access to the rule of law**
  - The relevant national legislation must be aligned with international human rights obligations
  - It essential that **accessible, transparent, and effective mechanisms** of accountability exist
  - Should address **the capacities of accountability of the state to fulfil its obligations, and the capacity of empowerment of the rights-holders** to hold those who govern to account and exercise their rights effectively
- ✓ **Transparency and access to information**
  - **Access to information and freedom of expression** is crucial to hold the state and other duty-bearers accountable.

On the right side, there's a 'Участники (178)' panel with a search bar and a list of participants:

- AB Alexandr Blajevski
- RA Rozafa Aliu
- H Наталья Г
- AG Adela Goncsear
- AZ Adessa Zadia
- A agora

Below the list is a 'Опустить все руки' button. Further down is a 'Чат веб-семинара Zoom' section with messages:

Consent J

От Rozafa Aliu кому ведущим вебинара:  
Hi from Kosovo. So happy to be part of this webinar!

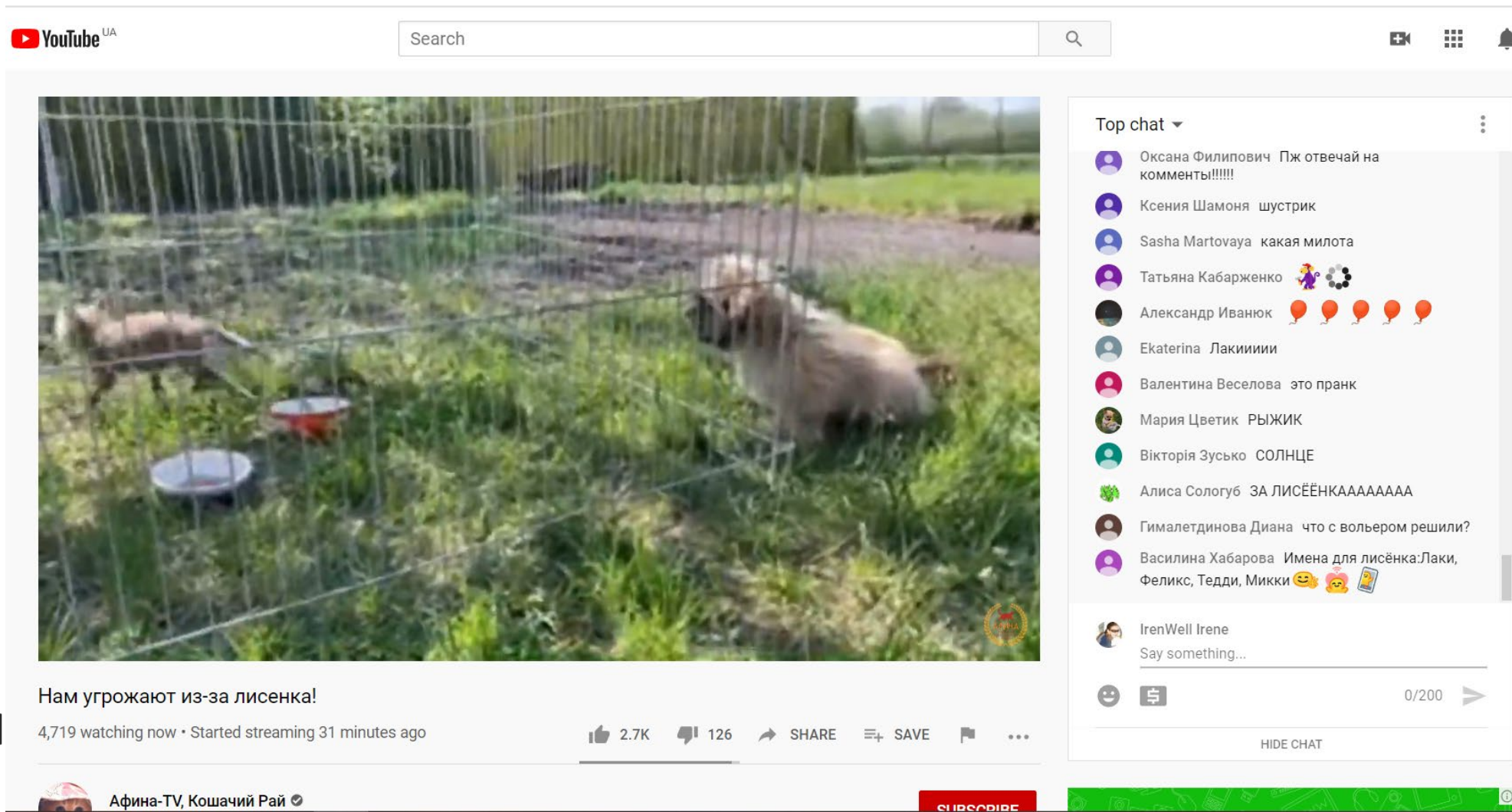
От ԾճԹՆԾ ԶՅԵՆՆԾ... кому ведущим вебинара:  
It is my E-mail: Mariam.Kakhniashvili.2@iliauni.edu.ge. Please send me presentation recording after webinar.

От меня Ведущие вебинара и участники:  
Dear Mariam, thank you, noted

От Calin кому ведущим вебинара:  
what does a baseline study mean?

At the bottom, there's a Zoom control bar with icons for 'Включить звук', 'Включить видео', 'Участники (178)', 'Вопросы и ответы (6)', 'Опросы', 'Чат', 'Демонстрация экрана', 'Пауза/остановить запись', and 'Завершить конференцию'.

# Illustrating the difference: Streaming on YouTube



The screenshot shows a YouTube live stream interface. At the top left is the YouTube logo with 'UA' next to it. A search bar is in the top center. On the right are icons for video, grid, and notifications. The main video area shows a garden with two cats, one on the left and one on the right, behind a wire fence. There are two circular objects on the ground in the foreground. Below the video is the title 'Нам угрожают из-за лисенка!' and the text '4,719 watching now • Started streaming 31 minutes ago'. At the bottom left is the channel name 'Афина-TV, Кошачий Рай' with a verified badge. At the bottom right is a red 'SUBSCRIBE' button. On the right side of the interface is a 'Top chat' window with a list of comments and a text input field at the bottom.

YouTube UA Search

Top chat

- Оксана Филипович Пж отвечаю на комменты!!!!!!
- Ксения Шамония шустрик
- Sasha Martovaya какая милота
- Татьяна Кабарженко 🎉🎉🎉
- Александр Иванюк 🎉🎉🎉🎉
- Ekaterina Лакиииии
- Валентина Веселова это пранк
- Мария Цветик РЫЖИК
- Вікторія Зусько СОЛНЦЕ
- Алиса Сологуб ЗА ЛИСЕЁНКААААААААА
- Гималетдинова Диана что с вольером решили?
- Василина Хабарова Имена для лисёнка:Лаки, Феликс, Тедди, Микки 😊🐱🐱
- IrenWell Irene Say something...

Нам угрожают из-за лисенка!  
4,719 watching now • Started streaming 31 minutes ago

Афина-TV, Кошачий Рай

SUBSCRIBE

# Who is who (I)

- **Host** is an organiser of a meeting. Often (s)he is the account owner, at least technically. Except good knowledge of the platform and its features, no special technical skills are required. The only one who must be at a meeting / webinar. 1 host = meeting / webinar.
- **Alternative Host** is a person assigned by the host / account owner in advance, normally for the account in general. This option allows starting a meeting / webinar when the main host is not available (sometimes planning, too).
- **Co-host** is a co-organiser of a specific meeting/webinar, appointed by the host during the meeting/webinar. Has fewer technical controls than a host. Mostly needed for large and long meetings / webinars.

The screenshot displays the Zoom meeting control bar at the top, with the 'Manage Participants' button highlighted in red. Below it, the 'Participants (2)' list shows Molly Parker (Host, me) and Tim Reichmuth. A context menu is open over Tim Reichmuth's name, with the 'Make Co-Host' option highlighted in red. To the right, a video thumbnail of a man in a suit is shown with its own context menu open, listing various actions like 'Ask to Start Video', 'Rename', 'Make Host', and 'Remove'.

# Host vs co-host (ZOOM example)

## Host

- Schedule and start a meeting / webinar;
- Mute/unmute a participant;
- Request a participant to enable the video;
- Stop a participant's video;
- Prevent participants from accessing screen share;
- Rename participants;
- Put active participants on hold;
- Lock the meeting to prevent anyone new from joining;
- Enable the sound signal when a participant enters or leaves the meeting (an enter or exit chime);
- Admit / remove participants from the waiting room (waiting room option can be enabled by host only);
- Allows participants record the meeting locally;
- Promote participant to co-host;
- Enable 'waiting room' and/or 'breakout room' options.
- Live stream on Facebook, YouTube, etc.

## Co-host

- Mute/unmute a participant;
- Request a participant to enable the video;
- Stop a participant's video;
- Prevent participants from accessing screen share;
- Rename participants;
- Put active participants on hold;
- Lock the meeting to prevent anyone new from joining;
- Enable the sound signal when a participant enters or leaves the meeting (an enter or exit chime);
- Admit / remove participants from the waiting room (waiting room option can be enabled by host only).

## Who is who (II)

- **Panelists** (speakers, or presenters) are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. The host can also disable some features for panelists, including starting video, sharing your screen, and recording.
- **Attendees** are view-only participants who can be unmuted if the host chooses. 'Attendees' are typical for webinar. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.
- **Moderator** is your 'master of ceremonies' for a meeting / webinar. Knows the agenda the best, can cover for a speaker, and/or acts as a speaker. Well aware of the video conferencing platform being used. Technically can be a full participant / a panelist / speaker / co-cost (have the same controls). Not a must, but very useful participant of an online event.



Image: <https://unsplash.com/>

## Some more [strange] terminology

**Share screen:** Rather than going through the hassle of uploading, sending, and downloading files for others to see, screen sharing provides an easy way to present to your group members in real time during your online meeting. Share your screen when...

- Doing online presentations
- Holding live demonstrations
- Leading web tutorials
- Troubleshooting issues on your computer

**Demonstrate a file:** similar to sharing your screen, you can select the option of showing only one file, for instance, your presentation.

**Files Sharing** While screen sharing is certainly a useful tool during online presentations and demos, sometimes it's necessary for your **participants to be able to access documents themselves**. Much like sending a file attachment via email, uploading documents during a web conference allows your meeting participants to download and edit files on their own devices. Share a document when...

- Everyone needs a "hard copy" of the document
- You need to distribute files for a project
- You're submitting your work during a web conference
- Your screen share is too choppy due to a bad internet connection

# Some more [strange] terminology (II)

**Chat** (common or personal): Ability to exchange text messages during a webinar or online meeting. Do not mix with Q&A!

**Interactive whiteboard:** similar to physical flipchart or whiteboard, it allows you to effectively present your ideas and creatively interact with webinar participants

**Type of solution:** (in-browser vs. desktop / mobile application vs. installed on server): The format in which the software implements the functions of a webinar or online meeting.

**Tutorial:** A detailed guide on how a particular software solution works.

The screenshot displays the Zoom meeting control bar at the top with icons for Mute, Stop Video, Invite, Manage Participants, Share Screen, Chat (highlighted with a red box), Record, and More. Below the bar is the Zoom Group Chat window. A message from 'Me to Everyone' says 'hello hello'. The chat recipient is set to 'Everyone'. A 'More' dropdown menu is open, showing options: 'Save chat', 'Share file in meeting', and 'Allow attendees to chat with:'. Under the last option, there are radio buttons for 'No one' (checked), 'Host only', 'Everyone publicly', and 'Everyone publicly and privately'. Below the chat window is a Q&A section with three tabs: 'Open (2)', 'Answered (1)', and 'Dismissed'. The first question is from 'Anonymous Attendee' at 11:26 AM: 'How can I schedule a meeting?'. It has two buttons: 'Answer live' and 'Type answer'. The second question is from 'Lisa Robins' at 11:29 AM: 'Where can I download Zoom?'. It also has 'Answer live' and 'Type answer' buttons, with the 'Type answer' button highlighted by a red box.



# Solutions for online meeting and webinars (and more)

In March 2020, we put together a list of 20 digital tools that can help you and your organisations move your activities online. The list is available at our website, and compares 8 platforms for holding online meetings and webinars : <https://eapcivilsociety.eu/news/elearning-news/digital-tools-for-csos-for-remote-collaboration.html>.

If you are interested in how to use MS Teams and/or Slack for communication and collaboration within a team, check our Webinar #1: <https://elearning.eapcivilsociety.eu/2020/04/embracing-remote-work-for-civil-society/>

Check out [Medium](#), [PCMag](#) or [Capterra](#) for more tools and their reviews.



The screenshot shows a Facebook post from the Eastern Partnership Civil Society Facility. The post is dated March 24 and discusses digital tools for remote collaboration. It includes a link to a list of 20 digital tools and a call for input from users. A graphic at the bottom of the post features a lightbulb filled with various digital icons, with the text 'REMOTE COLLABORATION' and 'DIGITAL TOOLS FOR CSOs'.

Eastern Partnership Civil Society Facility  
@EaPCivilSociety

Home  
About  
Photos  
Reviews  
Events  
Videos  
Flickr  
Posts  
Groups  
Community  
Create a Page

Eastern Partnership Civil Society Facility  
March 24 · 🌐

With the COVID19 pandemic affecting the entire world, we are all faced with changing the ways we work and interact with our teams and our beneficiaries. 📱💻 So it's time to discover how you can improve your collaboration with the digital tools.

We've put together a list of digital tools that can help you in these difficult times and, on the longer-term, can enable a better transition towards different ways of working. Check it out 🙌🙌 <https://bit.ly/3aeLFJ5>

!! We also need YOUR input! Do you know any tools for remote teams work, platforms for online meetings and webinars, online streaming etc. in EaP 🇷🇺🇮🇹🇵🇱🇬🇷🇪🇺 countries? Share them with us in the the comments under this post (please add 1 line of description in English) 🙌🙌🙌

!! BONUS: On 31 March we will have Webinar on Digital Tools for CSOs. Stay tuned for updates!

REMOTE COLLABORATION  
DIGITAL TOOLS FOR CSOs

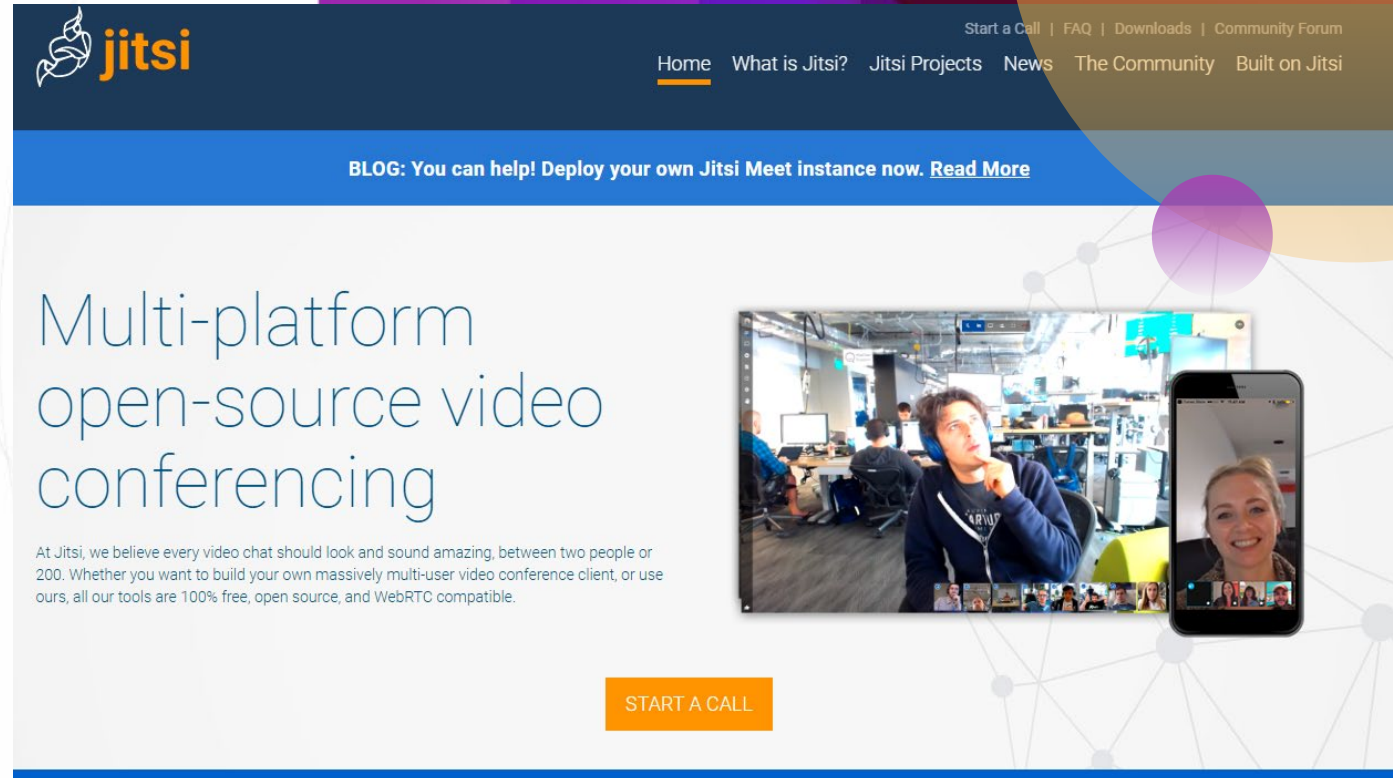
Webinar #3

# How Does It Work?

Live demonstration of three online meeting  
platforms: Jitsi, Zoom, WebEx

## JITSI: <https://jitsi.org/>

- What for: video conferencing with a team (or more).
- Open source: can be downloaded, adapted and deployed on a CSO's server free of charge.
- Has its own online platform for free video conferencing Jitsi Meet: <https://meet.jit.si/>.
- Claims to be the most secure video conferencing solution (fully end-to-end encrypted with new protocol)
- Has desktop and mobile (Android and iOS) applications.
- Features: share screen/applications, toll-free numbers to join, password protection, edit documents together in Etherpad, stream live on YouTube, multi-language, etc.



The screenshot shows the Jitsi website homepage. At the top left is the Jitsi logo. To the right is a navigation menu with links for 'Start a Call', 'FAQ', 'Downloads', and 'Community Forum'. Below this is a secondary menu with 'Home', 'What is Jitsi?', 'Jitsi Projects', 'News', 'The Community', and 'Built on Jitsi'. A blue banner below the navigation contains the text 'BLOG: You can help! Deploy your own Jitsi Meet instance now. [Read More](#)'. The main content area features the heading 'Multi-platform open-source video conferencing' and a sub-headline 'At Jitsi, we believe every video chat should look and sound amazing, between two people or 200. Whether you want to build your own massively multi-user video conference client, or use ours, all our tools are 100% free, open source, and WebRTC compatible.' To the right of the text is a video player showing a multi-person video conference. Below the video player is an orange button that says 'START A CALL'.

Simple how-to video: <https://youtu.be/3swcMBTj6mq>

## ZOOM: <https://zoom.us/>

- What for: video conferencing with a team (or more) and webinars.
- Cloud-based solution, with free and paid plans, depending on # of participants and hosts.
- Free account allows only up to 100 users up to 40 min: <https://zoom.us/pricing>
- Has in-browser, desktop and mobile (Android and iOS) applications.
- Zoom Webinar is bought separately (as an add-on):  
<https://zoom.us/buy?plan=pro&from=webinar>
- Features: share screen/applications, toll-free numbers to join, password protection, role-based users, waiting and breakout rooms, cloud storage, branding, stream live on YouTube, Facebook, and more, multi-language, etc.
- TechSoup has discounts for CSOs (USD 200 per year)

[Join a Meeting](#)[Sign In](#)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting|

Description (Optional)

Enter your meeting description

When

03/30/2020

8:00

PM

Duration

1

hr

0

min

Time Zone

(GMT+1:00) Dublin

Recurring meeting

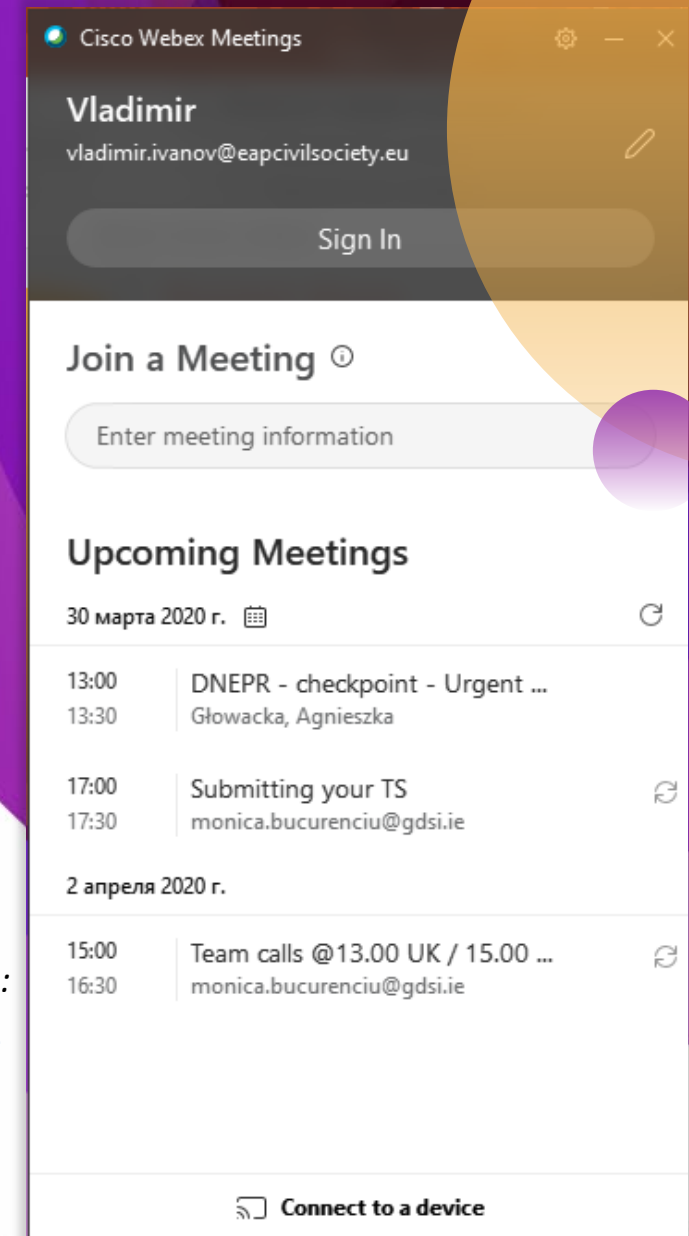
Nice how-to video: <https://youtu.be/fMUxzrgZvZQ>

## WEBEX: <https://webex.com/>

- What for: primarily a video conferencing suite for your team and more that also caters for webinars and other live events.
- Cloud-based solution, with free and paid plans, depending on # of participants and hosts.
- Updated free account allows up to 100 participants, but excludes recording transcriptions, limits cloud storage to 1GB : <https://www.webex.com/pricing/>
- Has in-browser, desktop and mobile (Android and iOS) applications.
- Designed well for IT companies: Webex Teams, Control Hub, integration with file sharing and PM apps, etc.
- Features: Desktop, application, file & whiteboard sharing, 53 countries with toll-free numbers to join, password protection, cloud storage, branding, built-in option for live stream (Webcasting), etc.

Nice how-to video:

[https://youtu.be/60IX\\_A3Inqo](https://youtu.be/60IX_A3Inqo)



Webinar #3

# How Do I Go Live?

Live demonstration of live streaming

## 5 Free Tools to Live Stream

At least according to [Capterra](#):

- [Facebook Live](#) from a smartphone with the Facebook app installed or a computer/ laptop with a built-in/add-on webcam
- [YouTube Live](#) from a smartphone with the YouTube app installed or a computer/ laptop with a built-in/add-on webcam
- [Instagram Live](#) from a smartphone with the Instagram app installed
- [Periscope](#) streams to Twitter from a smartphone with the Periscope app installed
- [YouNow](#) streams to Facebook, Twitter, Google, or Instagram from a smartphone with the YouNow app installed or a computer/laptop with a built-in/add-on webcam

Or check [two more suggestions](#) from us 😊

“  
*Live broadcasts are all about the real-time connection. Struggling? Check 30 live streaming content ideas!*  
”

<https://bit.ly/2ShDEvK>

# YouTube Live:

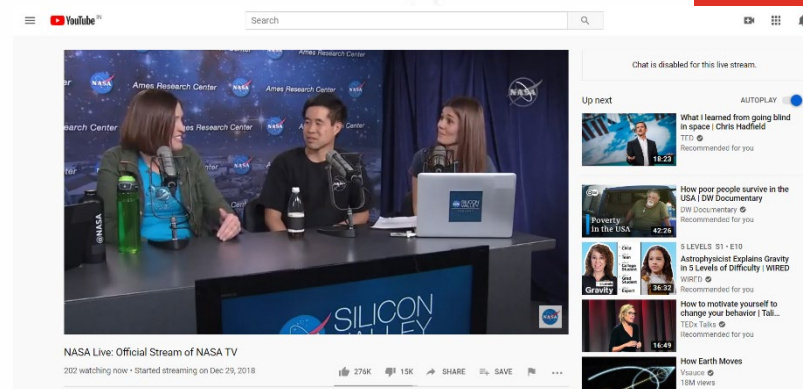
## <https://www.youtube.com/live>

YouTube Live is a live streaming feature on YouTube.

It offers one benefit that no other platform does — the search potential of being on YouTube (an event can be located simply through Google search)

### What do you need to go live?

- A smartphone with the YouTube app or a computer with a built-in/add-on webcam.
- A YouTube account





# YouTube Live:

<https://www.youtube.com/live>

## Key features

- Add automatic live captions (in English) to event broadcasts to make them more accessible to people with hearing limitations or those watching without audio.
- Interact with the audience in the chat, take questions and receive feedback.
- Advanced live streaming features such as broadcast delay and automatic recording.
- Save event broadcasts as videos on your channel. These can be watched by viewers later on.
- Assess analytical insights such as average live view duration, total view time, concurrent viewer, playbacks, and chat rate through the [analytics dashboard](#) and generate reports to analyze and understand the audience.



## YouTube Live:

<https://www.youtube.com/live>

- What should you watch out for when using the tool?
- User accounts **must be verified to go live**, which can take up to 24 hours.
- **At least 1,000 subscribers are needed** to go live from a mobile phone.
- You can go live using third-party software (i.e. zoom)

*Who is the tool most suitable for?*

*Events of any size—from a press conference with a few dozen people to a conference with a few thousand people. For those with personal or business accounts on YouTube, this is the best way to tap into the existing audience as well as attract potential viewers from around the world via Google search auto-integration.*

# YouTube Live: Streaming a Zoom Meeting or Webinar

You can stream a Zoom Meeting or Webinar live on YouTube. This allows participants to join your meeting via

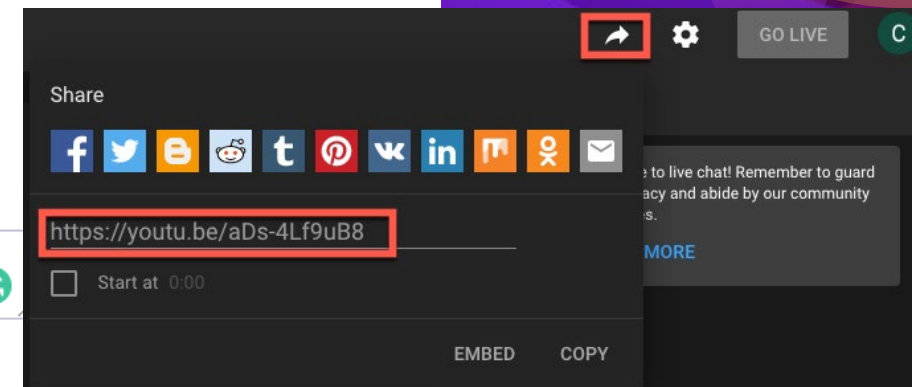
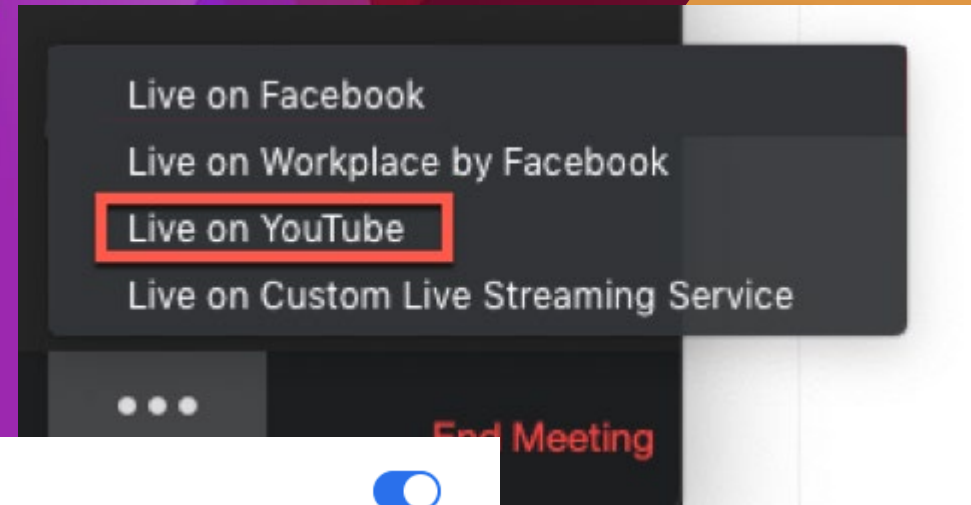
Allow live streaming the meetings

- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming

Save

Cancel



<https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live>

Webinar #3

# Suggestions & Recommendations

Very personal experience

# 10 Ironclad Ways to Kill Your Online Meetings

1. Set up all meetings 5 minutes **in advance**. 10 min max. Never **schedule them in calendars or send reminders**.
2. Ignore **working hours and even days**. And time zones (if possible). A meeting at 8 pm on Saturday will burst everyone's productivity.
3. Skip **agendas**. **Collaborative agendas** are the work of the devil.
4. Get everyone **participate**. More attendees make your meetings look more important.
5. Every time pick a new **online meeting tool**. Especially if you (and others) have no idea how to use it.
6. Get late to your own meetings. **Punctuality** is for losers. They won't start without you.
7. Mix offline and **online participants**. Ignore your virtual or remote participants entirely.
8. Tell people the **information** they already know.
9. Go over the **allotted time**. Especially if it's already EOD. And Friday.
10. Never make or share any **meeting notes**. Let others guess what you decided (if you managed to decide anything).

Are you lonely?

Tired of working on your own?

Do you hate making decisions?

**HOLD A MEETING!**

You can –

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



**MEETINGS**

THE PRACTICAL ALTERNATIVE TO WORK

# Planning a webinar (or a large meeting)

- A webinar or a meeting shall last from 30 to 90 minutes. If you need more time, consider maximum 2 blocks per day, 90 min each, with 30-60 min break between them.
- Our experience has proven a participant can listen (get new information) well for 45 min, then you need to proceed to questions, exercises,..
- The number of speakers depends on the duration of a webinar. It's difficult to 'jump into talking' right away, so at least 5 minutes per speaker + 2 minutes for changing speakers (without changing slides). If you have several speakers with short presentations, consider putting their slides in one.
- Slides may have more text, but you need to change them more often than offline (every 2-3 minutes).
- Avoid the tedium of slides, there is always the opportunity to share a screen, a document, an application or a video (make sure you opened the apps needed in advance)
- A webinar / meeting room shall be opened 15-30 min before the beginning; speakers and moderators need to enter and check the sound and connection 10-15 min before the webinar / meeting.
- Create a cover slide, demonstrate a promo video, a slide with agenda and rules.
- You will never start on time, but do not wait for more than 10 min.

# Tasks to distribute

- Who starts / ends recording of a meeting / webinar?
  - Who mutes / unmutes participants?
  - Who promotes attendees to panelsists at a webinar?
  - If there is one joint presentation for several speakers, who changes slides?
  - Who follows questions at a common chat? Voices them over to a speaker?
  - Who follows raised hands?
  - Who answers questions in Q&A at a webinar?
  - Who creates polls and follows participants' replies?
  - Who answers participants' technical questions related to the platform? (*"How can I...", "I cannot hear/see the screen", etc*)
  - Who sends the webinar / meeting recording and other materials?..
- ... and continue 😊

# Beginning a webinar/meeting: our experience

- Prior to the webinar, greet the participants in the chat, let them know when we start + ask the participants to introduce themselves. Moderator monitors and responds to messages.
- At the set time, the moderator unmutes, welcomes everyone and, depending on how many of the registered/confirmed participants have joined, suggests either start or wait (we usually wait no more than 5 minutes).
- While we are waiting, the moderator is checking with the joined participants what they hear / see / have sound (especially the speakers), solving technical problems, and once again asks the participants to introduce themselves in the chat.
- You can tell something related to the topic of the webinar (storytelling), answer the questions of the first joined participants, general questions about the upcoming webinar/meeting.
- It's always the moderator who starts a webinar or a meeting (even if there is someone higher ranked). At the same time, host / co-host mutes other participants.
- The moderator announces the agenda, the technical protocol (cameras on/off, how to ask questions, when will they be answered, if there are polls - how to participate, etc.), recording / materials to be sent afterwards, introduces speakers and gives the floor for opening / presentation to the first speaker. And so on with the rest: introduces the second speaker, passes the floor to him/her, helps with the questions (as agreed) and so on.



Webinar #3

# What's Next?

Spoilers from Webinar #4

# Goodies for Remote Teams & All Upon Your Request

## Collaborative Agenda of Webinar #4

All participants of webinars 1-3 will receive a link to the online form to select what topics from [Webinar #1](#), [Webinar #2](#) or Webinar #3 we need to come back to – or to suggest some new things!

Name	Modified	Recent activity	Type
Deputies.pptx	5/24/18, 6:02 pm	--	Презентация Micros...
Doika presentation.pptx	5/23/18, 11:46 am	--	Презентация Micros...
Doika stories.pdf	5/23/18, 12:00 pm	--	Adobe Acrobat Doc...
e-Activist Guide.docx	5/22/18, 1:18 pm	@Владимир Ива... 4/29/20, 11:52 pm	Документ Microsoft...
e-Activist Guide.pptx	5/22/18, 1:12 pm	--	Презентация Micros...

# Thank you for your attention!



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Naturally, your questions are welcome 😊