

# How to Plan a Webinar

## ◆ Think about:

- Who?
- What?
- When?
- Where?
- Why?
- How?

- ◆ Make sure what Value you get the participants through their time & money
  - Relevant
  - Timely

## ◆ This is a Project

- Unique Deliverable
- Start & End Date

## ◆ Know the End Purpose

- What do you want people to leave knowing, thinking, feeling?

## ◆ Determine to be the

## Create Agenda

## ◆ Pick a best day/time for those who need to be there.

Ensure you have the technology for both Audio + Video.

Give the participants advanced notice and reminders.

End the session. Who attended. Who did not. To Sign up, Register. Attend.

## ◆ Make it short, Concise & to the point

## ◆ Anticipate tech issues: - Plan A, B + C.

## ◆ Practice, Practice, Practice

## ◆ Create Pre-Work (Before) - Get Sign Up sheet

## ◆ Use Polls (During) - Keep People Engaged

## ◆ Set the Stage

## ◆ Tell them

## ◆ Summarize

# How To Plan Setup And Execute A Successful Webinar

**Brendan G. Carr**



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