How to Present a Webinar
Tips for Awesome Virtual Presentations

1. Pick a theme for the webinar.

Each presentation should have examples and an overall theme guiding the lesson and/or discussion. All presentations should include theunderlying message of how your ideas and objectives can be used to promote a positive community impact through each individual's project. Remember to be creative.

2. Focus your presentation on best practices.

It is also important to note that the webinar is not a presentation on your project or organization or a biography of yourself. Rather, it is an opportunity to share a skill, talent, or knowledge you have cultivated with other participants on the call. While we would love for you to spend a couple minutes telling your own personal story, the majority of your time should be spent conveying a lesson or skill with the group. Think about best practices you have learned along the way that you can share.

3. Develop a plan.

It's important to have a plan. Know how you want to use the allotted time and what you want to convey. Here are a few items to keep in mind while designing your presentation:

- Have an informative format that includes audience participation and discussion. See the tips below.

- Use Powerpoint. Visual aids are a great tool for the webinar format.

- Consider the main lessons you want to share.

- How can you break these principles down into 3-5 clear, concrete principles?

- What facts or details are important for your audience to know about your topic?

- What examples, stories, or videos can you use to help illustrate those principles?

- Consider creating reference materials or other handouts for participants to take home after the call.

- Be interactive, informative, have fun, and be yourself!

Suggested Agenda

10 minutes: Introductions

- Welcome and introduction of the topic.
- Introduction of yourself and your project.
- Brief introduction of call participants.

20 minutes: Background and Knowledge

- Introduce the concept.
- Provide facts and background information.

- Introduce strategies and techniques.
- Define terms.
- Talk about best practices.

15 minutes: Specific Example and Discussion

10 minutes: Wrap-Up

- Important points.
- Actions steps.

5 minutes: Final Questions

Helpful Hints

- Select a story, example, or video to use as an illustration of a key principle. Use this story as the 'hook to capture participant's attention.' Write three questions to prompt discussion afterwards. Instead of providing answers, ask the group, "what went wrong?" or "how would you solve this?" After reviewing the principles, perhaps you could circle back and see if the teams can walk through an example themselves.

- Try to include a few practical ideas or tips that the teams can use themselves.

- Think about how you can create guidelines that participants can apply to their own work.

- Define terms so that participants are all on the same page.

- If possible, find a few opportunities to test participant's learning along the way. A great way to do this is through offering up a multiple choice question that everyone can respond to via the chat function on your webinar platform.

Webinar Platforms

- Go To Meeting – www.gotomeeting.com

- Cisco Webex – www.webex.com
- Any Meeting – www.anymeeting.com

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Adapted from Melissa Miller
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Ashoka's Youth Venture

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