

Webinar Presenter Instructions

Thank you for presenting one of our live webinars. These 'live' sessions we run will only become active at the designated time. This uses video and audio streamed through a web browser. These webinars will be typically conducted using either DimDim or Elluminate Live. Each of these webinar platforms require specific "plug-ins" to enable you to connect and take part.

NOTE: You may need the assistance of IT personnel to install plug-ins, so it is imperative you take part in a practice run with RSC facilitators well before the event date. You will be contacted to arrange this.

What you will need

- A PC with Internet connection and Firefox or Internet Explorer
- A headset with microphone (this is important, as a separate speaker and microphone is not suitable). Note, this is the area of PC compatibility with the highest "failure rate". In that case we will organise a pre-webinar to allow you to try out the system and ensure your PC/Mac is fully configured.
- Flash Player 9 for DimDim or later (this is pre-installed on most PCs, but check with your technical support team if you are unsure). See further DimDim instructions below.
- JAVA plug-in for Elluminate Live. See further Elluminate Live instructions below
- A webcam adds an extra layer of engagement for delegates for live presenting, but is not required. A good quality audio channel will suffice to create a sense of live participation if a webcam is not available to you.

Instructions for webinars conducted using the 'DimDim' online webinar tool.

- You may wish to check your bandwidth levels and audio/video settings by looking at the diagnostic tests on the DimDim website at www.dimdim.com/support/dimdim_tools.htm
- It is also important to check that the correct ports are open on your organisation's firewall. This information can be found by visiting: <http://bit.ly/dimdimport>
- A comprehensive set of technical FAQs are available at: <http://help.dimdim.com/activekb/>

Instructions for webinars conducted using the 'Elluminate Live' online webinar tool.

- You will need to conduct a simple system check prior to the live session. Do this by navigating to the Elluminate Live support page at URL: <http://www.illuminate.com/support/>, Follow the onscreen instructions to take the system check.
- This Elluminate Live guide also covers this important system check: http://www2.kumc.edu/ir/tlt/illuminate/illuminate_systemreqs.htm

- As does this short video explaining how to install JAVA for Elluminate Live.:
http://www.youtube.com/watch?v=vrvkPySbZ_4&feature=related

If you have technical problems during the session, please contact us on 01902 518982.

Setting up the session

The Regional Support Centre will set up and schedule the meeting with pre-registered delegates. All delegates and presenters will receive an e-mail inviting them to join the session and presenters will initially join the meeting as delegates. The RSC will run the meeting and subsequently hand over presenter rights to the presenter, which will give you webcam and audio control, plus whiteboard and presentation control. It is advisable to practice this before the day.

There will be at least two members of RSC staff in the webinar, as secondary presenters and as delegates to help manage the process and keep track of any questions posed in the chat room. We will also obtain some questions from delegates prior to the event, which can be easier to manage than backtracking through a queue of questions.

Joining the Webinar

You will receive an e-mail prior to the start of each session containing a link to join the 'meeting' (or session).

Please aim to be in the session 15-30 minutes before the start to test your microphone, webcam (if required), the chat room, voting, screen sharing and interactive features. We recommend you do this with a member of the RSC staff present.

Engaging with the webinar

The key to a successful live webinar is to keep it informative, engaging (interactive) and relatively short. Standard face to face methods translate well in to the virtual domain, ie. a session overview, ice breakers, changing the mode of delivery periodically, prompting discussion and checking learning. However, we advise against using the tool as a platform for talking through a PowerPoint presentation.

To keep the webinar fun and engaging, we recommend the following:

Practical

- Ensure you have a quiet location with no background noise and turn off phones
- Give out clear instructions to delegates
- Allow up to 10 - 15 minutes to ensure delegates are comfortable with the interface
- Outline your session with an overview
- Keep the session to approximately 30 minutes
- Interject delivery with questions and answers, voting and feedback
- Avoid desktop sharing which uses a lot of bandwidth
- Use the chat room / voting sparingly
- Grab a copy of the chat to reflect upon (post in a forum)
- Record sessions for later review
- Try out the tools before the day
- Have a contingency plan. As a general contingency plan, all live sessions will have supplementary resources offered in the respective Moodle session slot, and an asynchronous discussion forum if the live webinar fails for any reason. Some of the

live webinars may also ask you to pose questions in the discussion forum following the live webinar

- Keep to the allotted times and avoid lengthy overruns. This is imperative, and we (facilitators) will ensure that timings are adhered to. This will help keep the webinar focussed.

Pedagogic

- Provide plenty of support early in the session, particularly for those new to online webinars
- Introduce sessions with an ice breaker
- Ensure the webinar has a focussed topic
- Obtain / give feedback
- Use visual, audio and kinaesthetic methods and visual clues
- Prompt frequent discussion
- Hand (mic or video) locus of control to delegates
- Sum up and sign post
- Record sessions for reflection/sharing

Data protection

We would like to share your e-mail address with other delegates on the webinar, if you'd rather we didn't, please make us aware by contacting k.brace@wlv.ac.uk

Recording

We will record these live sessions to allow delegates to view them at a later date. Video and audio, plus a record of text conversations in the chat room will be posted back to delegates and promoted to all RSC supported organisations across the UK. Please let us know if you have any objections.