



Using Webinars as an Alternate PD Delivery Process

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Outline

- Rational for using webinars for PD delivery
- Pre-event Preparation
- During Event
- Post-event Follow-up
- Resources





Webinars

Making Virtual Instruction More Engaging

Karen Geisel & Susan O'Rear

[Link to Recorded Webinar](#)

Expectations #1

Expectations #2

Differentiation Using iPad Apps

Henry Schmitges

[Link to Recorded Webinar](#)

Presentation can be downloaded within the webinar

Technology Conferences & Unique Curriculum

Kristi Richburg & Cindy Leannah

[Link to Recorded Webinar](#)

Technology Conferences Presentation Handout

Unique Curriculum Presentation can be downloaded within the webinar

Using Technology to Promote Higher Order Thinking (01/08/14)

Alice Owen

[Link to Recorded Webinar](#)

Presentation can be downloaded within the webinar

Increasing Rigor in the Classroom (12/11/13)

Jenny Anthertz

[Link to Recorded Webinar](#)

Presentation can be downloaded within the webinar

Simply SIM (10/23/13)

Mary Ann Ahearn & Alice Owen

[Link to Recorded Webinar](#)

Technology Tools for Professional

Using LiveBinders for Professional Development (02/20/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Presentation

Handout

More Web 2.0 Tools for PDer's (01/16/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Presentation

Join.me (01/07/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Presentation

Using Twitter to Develop Your Personal Learning Network (PLN) (03/20/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Presentation

FETC in Review (02/04/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Presentation

Edmodo (01/07/13)

Kristi Richburg

[Link to Recorded Webinar](#)

Handout

Accessible Instructional Materials (AIM) Overview

David Davis

[Link to Recorded Webinar](#)

Handout



A **paradigm shift** signals the transition from one undisputed model for conceiving a field of thought, to another. The **power of the moment**, lies in the vast **expansion of vision** that we gain from seeing the universe through the lens of a new cosmology. Old barriers, which preconstruct and limit our thought, give way to new realms of possibility, because the **new paradigm replaces old assumptions** with newer ones that conceive a genuine **increase of understanding**.



Why Webinars?

- Ease of Use
- Cost-effective
- Expand your reach
- Consistent message
- Timely delivery
- Longevity

Webinar – LiveBinders

Attendees (12)

FDLRS Host

Hosts (1)

Presenters (0)

Participants (1)

Barbar...

Be...

Cl...

D...

Ja...

Chat (Everyone)

one only

Beth McAulay:
Yes - but only the last day

Marcia, Action:
Just played with it a little

Donna Crocker:
I have dabbled with LiveBinders in a primitive way... :)

Donna Crocker:
haha! cute!

LiveBinders

in the classroom...

Class assignments, project details, and targeted resources (no more typing urls!)

Seasonal or topical activities (Civil War, 2012 election, Christmas, Edgar Allan Poe, poetry, etc.)

Enrichment and/or differentiation activities

Station assignments and activities for classroom PCs or PC lab

FCAT resources, activities, and practice tests

Development of student e-portfolios

Camera an... (..

Have you used Live...

Have you used LiveBinders

Yes 44

No 55

Share

Nothing is being sh...

Web Links

Main FDLRS Website

LiveBinders

File Share

Name	Size
Creating a LiveBinders E	965 KB

Browse To

Download File(s)



**MANAGED TO PULL OFF MY
BAND AID**



**WITHOUT RIPPING OFF ALL MY
HAIRS**

memegenerator.net



Where do I begin?



PLANNING FOR SUCCESS

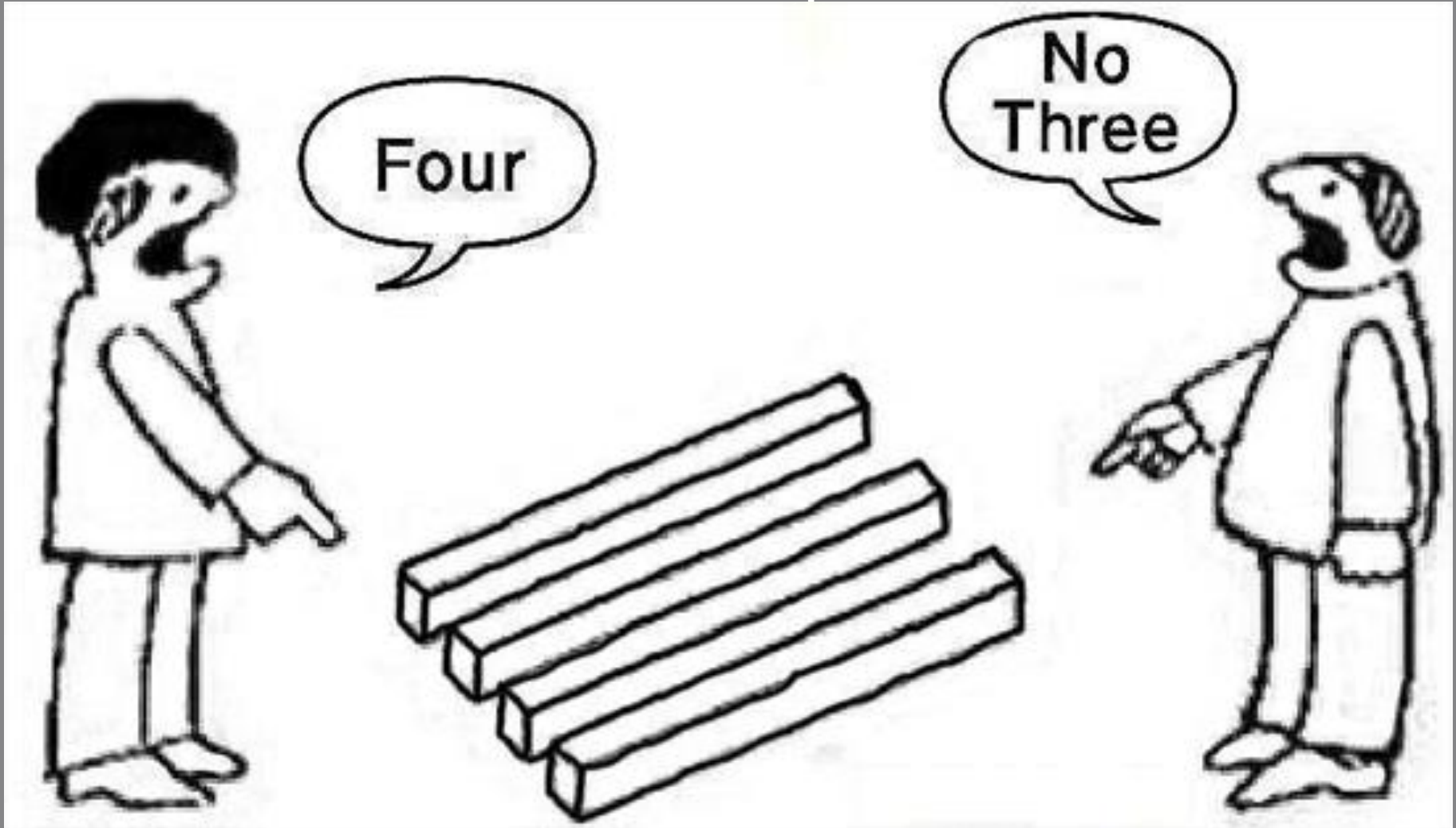


Pre-event Preparation





Approach the topic from the participants



Engaging Your Audience

- Begin with a **clear outline** of what will be learned
- Include a **picture** of the speaker(s) and moderator(s) on the Introduction slide
- Use slides as **visual aids** instead of visual points
- Use **analogies and case studies**
- Consider a **different format** (talk show, panel discussion, point-counterpoint, etc.)



• Speak with **enthusiasm and passion** for the subject.





Preparation Timeline

Task	Timing
Develop event plan	6 to 8 weeks prior
Finalize event topic	6 weeks prior
Setup registration and begin promotion	4 to 6 weeks prior
Send email invite	2 to 3 weeks prior
Draft presentation	2 weeks prior
Rehearsal	1 week prior
Reminder emails	1 week/1 day
Pre-conference with moderator and speakers	30 minutes prior
Send follow-up emails	Within 24 hours
Promote on-demand recording	Ongoing



PrAcTiCE
PRACTICE
practice



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During the event



To Do List:

- Pre-conference with all
- Review roles
 - Host
 - Presenter
 - Technology Support



Avoid Common Technical Problems

Audio

- All speakers should use a **headset**
- Conduct **sound checks** with all speakers
- Know your platform
- Tip: If the headset isn't working, **restart your computer** with it hooked up

Video

- **Close all programs** except for what you need for the webinar
- Be mindful about those who have low bandwidth while using web cameras
- Check with your IT department regarding bandwidth peak times



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Post-event Follow-Up





<http://forum.telus.com/t5/image/serverpage/image-id/61iE17E6B5506859BD6/image-size/original?v=mpbl-1&px=-1>



Evaluation

2. Please rate the following statements based on your overall satisfaction with the Adobe Connect Session.

	Strongly Disagree	Disagree	Agree	Strongly Agree
The webinar lived up to my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content was relevant to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The information stimulated my thinking and learning process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The difficulty level of this webinar was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient time was provided to cover all content presented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presenters' delivery made the session easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient opportunities to ask questions were provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The webinar was a good way for me to learn this information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

"Optional" Please provide any additional comments related to your overall satisfaction with the AC session.

CRLA: Connecting through Webinars



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Resources



Develop a Webinar Checklist

Webinar Checklist

✓	Task	Assigned To:/Comments
Pre-Webinar		
	Select webinar topic	Presenter
	Set date and time for webinar (time zone)	Setting a regular time helps
	Select moderator(s) and/or presenter(s)	
	Draft a title, abstract, supporting documents and presentation <ul style="list-style-type: none"> • Include interactivity 	Presenter
	Schedule rehearsals with presenter(s) <ul style="list-style-type: none"> • Slides, web tour, polling, hyperlinks, document sharing 	Moderator
	Devise a back-up plan for technology failure	All
	Post a registration	
	Design evaluation method/tool	
	Set communication schedule for announcements/emails <ul style="list-style-type: none"> • First advertisement (4-6 weeks) • Reminders (1 week/1 day) 	
	Pre-conference with moderator(s) and speaker(s) at least 30 minutes prior to start of webinar	
During Webinar		
	Be aware of your technology back-up plan	All
	Moderate questions and announce them to the speaker (Q&A/Chat Pods)	Moderator
	Watch the clock and keep the presenter on schedule	Moderator
	Make webinar Interactive	Presenter
	Announce the webinar evaluation link and direct participants to complete it.	Moderator
	Webinar Closing	Moderator
	Close out of all other programs	All
Post-Webinar		
	Follow-up email within 24 hours after the event. <ul style="list-style-type: none"> • Include any materials promised to attendees • Link to recorded event 	
	Leverage your recorded content on a website	



Free Webinars



Sample Email Invitation

Good morning,

On April 9, 2014, FDLRS Administration Project will host another Wednesday Webinar. This session will be on the topic of Making Virtual Instruction More Engaging presented by Karen Geisel and Susan O'Rear from FDLRS Action.

You can register for this informative webinar using this link:

https://docs.google.com/forms/d/1f9CG4G_oh1T-Z_iS6aJphw5_N6uHpV-FZNohfFMRLhQ/viewform.

The session will begin at 9:30 AM EST and end by 10:30 AM EST. You can access the sessions at: <http://nefec.adobeconnect.com/tech-webinar/>

If you are having trouble logging into the webinar, please feel free to call the office using the phone number below.

We hope you take advantage of these virtual PD offerings. Please feel free to send this announcement to your center colleagues as well. We are looking forward to “seeing” you all in April!

Best regards,



Set Up Registration

- Tools to use
 - Google Forms
 - Free
 - Go Sign Me Up
 - Paid
 - Eventzilla
 - Free for free events



Lessons Learned

- Identify consistent scheduled **day and time**
- Use **calendar reminders** to prompt for advertising the webinars
- Identify your topics/presenters **early**
- Use evaluation **data** to determine popular topics
- **Poll** your audience for topic requests
- Always have a **backup plan**





Using Webinars as an Alternate PD Delivery Process

**Thank You for
Attending**

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