

# IPAC Canada Webinar Instructions & Scheduling Protocols

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**All webinars will be scheduled through IPAC Canada**  
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## Interest Groups, Chapters & Committee's: Protocols for Webinar Meetings

- All materials must be **provided 3 days in advance** of a webinar or they may not be included
- Assign one, preferably two people responsible for moderating the webinar and provide their full name and content info
- Make sure the moderator/host for your webinar **has this sheet to guide them**
- Webinars should have a dry-run or rehearsal where the presenters are new, materials may be complicated, there are many visual assets or there are many participants ( more than 20)
- **All webinar rehearsals and technology tests are scheduled through IPAC-Canada**
- IPAC-Canada will provide the link and call-in information to your event in advance
- The host/moderator for the webinar must provide all content for the event **3 days in advance** of the webinar; i.e., documents, images, PowerPoint and special requirements for the event
- Provided content will be posted to the appropriate webinar room in advance of any rehearsal or test provided they are made available 3 days in advance.
- You will be sent appropriate webinar links and conference call-in information prior to rehearsal or an event
- Hosts and moderator must log in 15 minutes prior to their scheduled webinar or webinar rehearsal start time
- **Host/moderators will enter as participants and be promoted to hosts and moderators**
- Content to be loaded into the webinar meeting room can be forwarded to [info@ipac-canada.org](mailto:info@ipac-canada.org) including: any videos, PowerPoint Presentations, Pdf documents, and images
- If you have never attended an Adobe Connect meeting before:

**Technical: Learn More about Adobe Connect Webinars**

Test your connection: [https://ipac-canada.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://ipac-canada.adobeconnect.com/common/help/en/support/meeting_test.htm)

Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>

1. Create a text/graphic screen for beginning of each **webinar (usually the first screen in your PowerPoint Presentation or at the head of your agenda)** that underscores how participants can engage with presenters and **encourage your audience to Ask Questions and Offer Input**
  - Smaller Webinars (10 – 20 participants) will allow the audio for all participants for committees and groups to be heard
  - Larger webinars (50 – 100 participants) will only allow the audio from presenters and moderators to be heard
  - Encourage questions through audio dialogue when available and through the chat function as well.
  - Commit to answering any and all questions even if you cannot get to them in the presentation. This can be handled by follow up e-mail when needed.
2. We encourage all presenters to plan multiple opportunities in their presentations to take a brief pause and encourage questions from the audience.

#### Basic Webinar Functions

3. Look for opportunities to add more polls, in your presentation. This allows you to understand your audience's experience and tailor your content.
4. When a presenter wishes to share a document with people it can be shown in the webinar and/or it can also be downloaded by each individual participant with advance planning.
5. Create additional screens (bullet point) at the beginning and at the end of the webinar to identify where and how each participant can gain access to the presentation and its assets once the webinar is completed.
6. Assets (such as the *curated version* of a webinar) may be made available on the IPAC Canada site within 7 – 10 days in the secure member's area of the IPAC Canada web site (check with IPAC Canada for details..)
7. Video can be uploaded but they do require some advance planning. Only certain formats can be uploaded. Presenters can share their personal computer desk top with participants for access image, documents, etc. and presenters can also use a white board to draw freehand to clarify or illustrate a point.
8. You can share your desk top and share any file or image you may have on your computer. This will involve advance planning.
9. As host and moderator of a webinar you will be able to advance your own slides, share desk top information if you choose, respond to questions through the chat function, use the pointer to highlight items on your slides and set up your own polls