
TIPS AND TRICKS FOR HOSTING A VIRTUAL INSTRUCTOR-LED TRAINING (VILT) WEBINAR

Virtual instructor-led training (VILT) webinars allow organizations to provide training when the attendees and instructor are in different locations by utilizing audio/video conferencing platforms. Examples of audio/video conferencing platforms include, but are not limited to, Webex®, GoToMeeting®, Zoom™ and Google Hangouts™. A platform should be selected based on functionality and security options that best fit your needs.

DESIGN:

- Try to keep your webinar to an hour or less.
 - Create four to five simple learning objectives.
 - Identify what you are sharing with your audience to facilitate learning (e.g. a PowerPoint®, video or demonstration).
 - Select activities that will reengage the attendees every 5–10 minutes. Utilize videos or quick activities, and create surveys or quizzes.
 - Take advantage of multimedia sharing functions through the audio/video platform so participants can follow along with any videos.
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WHEN SHARING POWERPOINTS:

- Use a template that is not too busy.
- Create slides for the agenda, objectives and main content. Provide a slide at the end that indicates the presentation is complete.
- Strive for a maximum of five bullet points and 20–30 words per slide.
- Decide whether bullet points are necessary. Often, attendees learn better with diagrams or images and a verbal explanation.
- Images should provide meaning or clarification of the information on the slide and not decoration.
- Use callouts to highlight relevant portions of images using animations, arrows, highlighting or circles.
- Utilize different font colors and highlighting to indicate important terms—no more than two per slide.
- Use clean and simple transitions between slides.

DELIVERY:

- Complete one or two dry runs before the actual webinar. Practice transitions, especially if you are transitioning from a PowerPoint to a live demonstration with a webcam.
 - Decide whether the webinar is going to be recorded for future use.
 - Assign a moderator to introduce you and keep track of the chat and Q&A functions.
 - Log in 20–30 minutes before the event to ensure videos, camera(s) and sound are functioning.
 - Avoid using your computer's microphone to present. Call in on a landline or cell phone since they are more reliable.
 - Exit any applications that may have an auditory notification, like email, Skype® or IM.
 - Consider prohibiting attendees from displaying their webcams to avoid distractions.
 - Display the title slide of your PowerPoint as attendees start to log in.
 - Mute all attendees before the webinar begins.
- Send a chat to all of the attendees five minutes before the webinar begins.
 - » Example: *Thank you for attending. We will begin the webinar at X:XX. Please note: All attendees are muted. If you have any questions, please send them through the chat or Q&A feature. Questions will be answered at the end of the presentation.*
 - When the webinar starts, before introducing the presenter, the moderator should reiterate that all attendees are muted and remind them when questions will be answered.
 - During the conclusion, restate the objectives and quickly explain what the attendees should have learned. This should take no more than three or four minutes.
 - Allow questions at the end, only through the chat or Q&A feature.
 - Have 2 or 3 questions ready to kick off the Q&A at the end of the presentation.
 - Remember to deploy a survey at the end. It should be short, but consider slipping in one or two questions that are related to the objectives.

WHEN GIVING A DEMONSTRATION:

- Pre-record your demonstration whenever possible. If that is not possible, consider the following:
 - » Select the correct camera for the presentation. Do you need a camera that can zoom in for small objects or details? Or a webcam with limited functionality?
 - » Position the webcam so the demonstrator and demonstration area are visible.
 - » During the presentation, have a second person monitor whether the demonstration is in focus and in frame.
 - » Check the audio.
 - » Practice several times before the presentation, especially the transition between the presentation and the demonstration.