

ALCTS Webinar: Creating Effective Webinars

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Agenda Topics & Key Concepts

What Do You Want To Remember?

What Questions Do You Have?

Lingo:

- Synchronous
- Asynchronous
- Screencasting
- Adult Learning Theory
- Student, Presenter, Producer

Before:

- Why give a webinar?
- Who is the audience?
- How does time impact the webinar?
- How does partnering impact it?
- Why is a speaker agreement important?
- Why is ownership important?
- What do you need for your setup?
- How can you handle distractions?

**What You Want To Remember?
What Questions Do You Have?**

Agenda Topics & Key Concepts

<p>During:</p> <ul style="list-style-type: none">• What is your role?• How do you create the flow?• How do you create interaction?• What are the tips for visuals, fonts, and handouts?• Why have a backup plan?• Why is tempo important?• What are the three rules of speaking?• What about jargon?• What is the unexpected?	
<p>After:</p> <ul style="list-style-type: none">• What three things should you do?	

Resources

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Duarte, N. (2008). *Slide:ology: The art and science of creating great presentations*. Sebastopol, CA: O'Reilly Media.

Hofmann, J. (2004). *The synchronous trainer's survival guide: Facilitating successful live and online courses, meetings, and events*. San Francisco, CA: Pfeiffer.

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Tufte, E. R. (1990). *Envisioning information*. Cheshire, CT: Graphics Press.