



Webinars Tip for Employers:

Recommended times and tips on hosting a webinar:

- Ideally hold on Tuesday /Wednesday between 12.15pm and 1.45pm or Thursday 12.15pm to 1.45pm
- Length 40minutes – 5-minute introduction, 25-minute main body, 10 minute Q&A, consider using competition with prizes or take a poll to encourage engagement.
- While encouraging and letting the audience know why to attend the live Webinar, also let them know that the event will be recorded and sent to all those registered for the event, as this encourages participation.
- Recorded webinars allows the audience to go over it at their own pace
- Use assistant/s to answer audience questions and to pick the best questions to give to you
- Consider what details, i.e., university, course you need when setting up your Registration Page so that you can capture audience data, and can send follow up information and emails.
- In the Q&A, in case there are now questions have at least five questions that you are frequently asked prepared ahead. You can also use this time to introduce related topics that you did not have time to cover.

Source: wikiHow “How to Host a Webinar <https://www.wikihow.com/Host-a-Webinar>”