ELSA WEBINARS GUIDELINES FOR SPEAKERS

elsa

The European Law Students' Association

ELSA Webinars

Guidelines for Speakers

Foreword

The purpose of these Guidelines is to introduce and explain how to use ClickMeeting.com, the platform which will be used for organisation of ELSA Webinars.

This document is divided into three parts, tackling different aspects of the event: before, during, and after the event. It highlights the most important steps in preparing the recording. Additionally, it contains a short to-do list, which serves as an overview which tasks in connection to the webinar recording lay on the side of organising ELSA Group or a speaker.

In order to make these Guidelines user-friendly, descriptions of different stages of recording the webinar has been supplemented with the relevant links to Clickmeeting's Knowledge Base, namely infographics and short video tutorials explaining the particular features of the portal. In case any of the terms used remains unclear, we advise to check the Glossary.

If you have any questions regarding these Guidelines, do not hesitate to contact ELSA International.

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1. Getting ready for the event

1.1 Types of the webinar

Depending on nature of the event, there are three kinds of webinars that can be organised via ClickMeeting:

- **Live Webinar** – a webinar conducted in real time as opposed to pre-recorded, on-demand webinars. The live webinar is an option to hold an event live and to interact with attendees during the presentation. A valuable option for a product demonstration, employee onboarding, or online training.

- **Automated Webinar** – a type of pre-recorded webinar, scheduled to happen at a certain time. Attendees join the event at a date and hour settled in advance by a host. This means the presentation itself isn't live. However, an automated webinars presenter can communicate with attendees via chat.

- **On-demand Webinar** – It's a form of a pre-recorded webinar that will enable your attendees to join the event whenever and wherever they want. After recording your webinar, you can send it to your participants, and they will have unlimited access to your event. A valuable option for online courses.

The organiser should inform you which kind of webinar will be organised, prepare the Webinar Room and send you the email invitation beforehand.

1.2 Webinar Room

Webinar Room is a virtual space where your online event will take place. In other words, it's a webinar board supported by easy-to-use tools to control the presentation and interaction with attendees of the webinar. It consists of interactive features (e.g. document and screen sharing, whiteboard, polls and surveys), text chat mode, audio & video, presentation, polls & surveys, webinar recording, the attendee list, live sharing options, and advanced settings.

Each event on Clickmeeting.com takes place in a Webinar Room.

1.2.1 Entering the Webinar Room

The organising ELSA group will create the Webinar Room in advance and send the speaker an email invitation. **To enter the room, the speaker must click the link in the invitation** (copying and pasting the link will not work in this situation).

1.3 Content

The form and content of the webinar depends on the agreement between the speaker and the organising ELSA group. In order to make the event more interesting, the speaker can make use of a number of features, offered by ClickMeeting, such as displaying presentation slides prepared in advance; videos (uploaded or from Youtube); surveys; and a drawing on a whiteboard. All these features can be accessed in the Webinar Room via the Dashboard, on the left side of the screen.

If you decide to use any of the features, we advise to upload the files before starting your webinar using the Dashboard - you can find an explanation how to do it in the video tutorials linked above ("presentation slides", "whiteboard", "dashboard")..

1.4 Joining the event

After entering the Webinar Room, check if the microphone and camera you are using are connected and working. You can use both your laptop and some external devices, e.g. an external camera connected to your laptop. Additionally, in order to avoid any obstacles while recording, please make sure that your internet connection is sufficient.

Please find more information about joining and connecting to the event here and here.

2. During the event

The organising ELSA group shall agree beforehand with the speaker, whether or not there will be a **Webinar host** present during the event to run the webinar together with the Speaker.

2.1 Starting the event

By clicking the link on the invitation that has been sent to your mailbox, you will open a new browser page with the Webinar Room. The pop-up screen should show two options now:
i) START EVENT and ii) PREPARE EVENT.

Choose PREPARE EVENT to set up: test your camera and microphone/headphones and adjust the volume if needed ("Joining the event"), upload the necessary files and set up your presentation slides (see "Content").

Whenever you are ready, you can **click the green power button** in the left bottom corner of the screen. The event will then officially start.

Video tutorial on how to access and start a webinar can be found here.

2.2 Webinar Mode

In the bottom left corner of the screen, above the power button, you can find a headphones icon, indicating that the webinar is in the "listen only" mode. If it is not, please change the mode to **"listen only"**. Subject-matter video tutorial can be found here.

2.3 Recording

On the top right side of the screen, you can find the recording toggle button. Use the **"Presentation and video" mode**. Please make sure the recording started before you begin with your presentation - it should be indicated by the clock next to the toggle button and a push notification in the top left corner.

Detailed video manual on recording can be found here.

2.4 Presentation Features

The presentation features can be switched/suspended during the recording - for example, if you decide to include a Youtube video in the middle of the presentation, you can simply click on the

Youtube icon, and return to the same place in the presentation after.

The presentation slides work similarly to Powerpoint, that means, you can use a spacebar to switch between slides, or click on the next slide.

3. After the event

3.1 Exiting the Webinar Room

After the webinar lecture is finished, you can **exit the webinar room using the red power button** in the left bottom corner and choosing the **"End the event" option**. The webinar recording will be saved on the Clickmeeting account, so there is no need to save it separately.

4. To-Do List

Setting up the Webinar Room	ELSA group, before the event
Uploading the files (presentation, videos, ...)	Speaker, before the event (see: "Content")
Checking the camera, microphone, internet connection	Speaker, before the event (see: "Joining the event" and "Starting the event")
Setting up presentation slides, video, etc.	Speaker, before the event (see: "Starting the event")
Make sure that the room is in "Listen only" mode	Speaker, before the event (see: "Webinar Mode")
Starting the event (clicking on green power button)	Speaker, before the event (see: "Starting the event")
Turning on recording with a toggle button	Speaker (see: "Recording")
Switching slides/presentation features	Speaker (see: "Presentation Features")
Ending the webinar (clicking on red power button)	Speaker (see: "Exiting the Webinar Room")
Sending any materials to share with participants in the webinar in a form of a website link (facultative)	Speaker (see: "Materials for participants")
Preparing the on-demand/automated webinar (compiling everything), if applicable	ELSA group