



Five tips for moderating your webinars



1. A warm welcome



- Check your microphone and camera settings timely so that you can welcome your participants personally and optimally also via video.
- Before your first webinar you should test the basic functions together with friends or colleagues a few days in advance.



- **Tip:** Get in contact with your participants via the chat even before the webinar has started.

2. Pay attention to the chat

- The chat produces the atmosphere of a real seminar through its interaction. Therefore you should always have a look at the chat and answer the questions of your participants. A co-moderator is very helpful in webinars with many participants. While he reacts to questions in the chat, you can concentrate on your presentation.
- **Tip:** When it comes to large webinars, we recommend to disable the open chat because too many questions and messages can distract the participants from the actual presentation.



3. Activity in the webinar

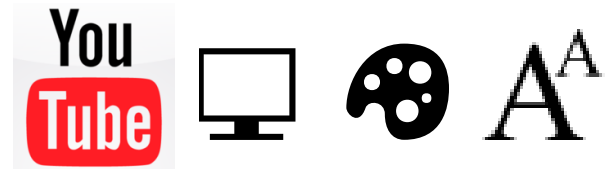
- The function to **activate/deactivate** participants helps you to hold dynamic webinars. By clicking the "On/Off" button on the image of a particular participant, you can activate him and accordingly interact with him.



- Both you and your participants should have uploaded a profile picture of themselves instead of the default avatar. This creates a more realistic and personal impression in the virtual classroom.

4. Interaction with tools

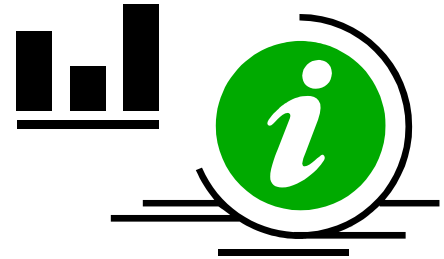
- The virtual classroom offers you great tools for creating and conducting interactive contents in your webinar.



- Show **presentations, YouTube videos**, applications on your PC via **screen sharing function** or use the **drawing and text tools**.
- **Tip:** A combined use of different tools will add even more dynamic to your webinars.

5. Information at the end

- We recommend to open a discussion with questions and answers about the webinar at the end of your presentation.
- Alternatively you can use the **polling tool** to create questions and get an overview of the feedback from the participants about your presentation. At this point it is also interesting to find out which topics your participants are interested in for further webinars.





Good luck with these tips!

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Management webinars

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