

### General considerations:

- It pays to plan!
- Consider what type of session you are planning, i.e. broadcast, briefing, meeting, training/tutorial
- Maximum session duration is 45 min to 1 hour (and allow time for short breaks)
- Maximum attention span for the online audience is 8 seconds (how will you keep them engaged?)
- Type of session defines the level of interactivity with the audience
- Session of any type has the same “building blocks” (**choose only the elements that are relevant**)

**Waiting room** (people are joining the online meeting room and there is some time left before the session is scheduled to start):

- 1) Acknowledge and greet people as they join in
- 2) Plan some activities that will make them feel welcome: calming music and visuals, ice breakers, activities using Chat room or white board; talk to them individually and as a group. Address and help with any technical issues (if they arise).
- 3) Start on time

### Introductions and setting the scene

**Introductions:** Facilitator, each attendee (inform them what they might include in introductions), i.e. name, where they are from, what organisation they represent, what they expect from the session, etc). Keep it short. You may do the first one to show what you mean.

**Welcome** – “bring” it all together, i.e. a very short summary: “it is great to have a diverse group of people”. “We have a wealth of knowledge and experience in the room”. “It is great that there are some people who are new to the subject and subject experts as we will have different perspectives and a chance for people to share their experiences”.

**Setting the scene** – explain the following:

- Plan for the session (what subjects will be covered and in what order)
- Breaks (when and how long for)
- Ground rules (minimise distractions): using mobile phones, checking emails, etc.
- Using interactivity tools (if appropriate, if so – do the familiarisation tour around the tools to make sure that people know where they are and how to use them)
- Encourage to participate and ask questions – specify how: either ask them to raise a hand or write a question in a chat room.

## Main body of the session

- 1) Break down the content in smaller “chunks”
- 2) How do you know that the audience is following you?
  - Ask questions and ask people to write answers in the Chat room (reassure them that spelling mistakes do not matter on this occasion)
  - Keep an eye who has been silent and address them directly asking for their comments
  - If people give their comments – make sure that you acknowledge their contribution and provide your feedback or ask for other people’s views
- 3) Keep track of the time!
- 4) Make sure that all sections are logically linked with each other and point out to the “bridges”, i.e. “we looked at ...” and “now we are able to look in more details into...”
- 5) Provide a summary of what was covered in this part of the session or ask attendees to summarise what they remember as the most relevant for them

## Conclusion and ending the session

- 1) Refer to the start of the session to ensure that all subjects have been covered
- 2) Ask participants to briefly share their experiences of the session (was it useful, relevant, enjoyable, etc)
- 3) Explain what the next steps are, for example:
  - Where they can find additional resources or the recording of the session
  - If they require further support exploring the topic – what options are available to them
  - Invite people to continue to stay in touch as a networking opportunity (if appropriate)
  - Encourage people to provide feedback after the session is over (if relevant)
- 4) Thank all attendees for their attendance, attention and contribution

## After the session

- 1) Send out the evaluation questionnaire if relevant
- 2) Review the session (self-evaluation): what in your opinion went well, what may need to be different next time, in general, ask yourself a question: “what have I learnt from this session?”