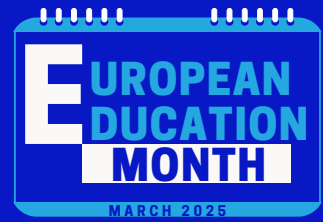




# WEBINAR GUIDELINES



*More detailed information from page 3 onward*

## Before your webinar



### Technical preparation

Confirm final webinar details with the ELNE Team, and prepare any relevant documents. Ensure any simultaneous interpretation or subtitling has been requested.

### Dissemination

Spread the news! Provide the ELNE team with the information requested in the confirmation email, and share the [EEM visuals provided](#) with your network.



### Presentation and branding

On presentation slides, remember to include ELNE branding. Relevant moderators, chairs and speakers should use the [ELNE virtual background](#).

### Technical check

Schedule a test run to verify audio and slide-sharing functions, do a technical check with your speakers and begin the webinar 15 minutes before the official starting time.

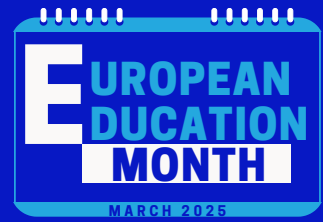


### Be in contact with an ELNE representative

Each week, an ELNE representative will be the point of contact for all things webinar-related. If you have any issues, you should get in contact with them at [contact@elnenetwork.org](mailto:contact@elnenetwork.org).



# WEBINAR GUIDELINES



## During your webinar



### Recording

Start the recording promptly before the webinar begins, assign a designed person to spotlight speakers throughout the webinar.

### Introducing ELNE

For new faces who may not have encountered ELNE, introduce by welcoming everyone to the EEM, thank them for joining and the ELNE for running month.



### Engagement

The moderator/chair should introduce all participants and moderate Q&A accordingly. Encourage active participation with polls, interactive tools, and Q&A features.

### Housekeeping details

Share housekeeping details with attendees. For example, questions must be asked in the chat, letting the audience know the webinar will be recorded, and raising their virtual hand.



## After your webinar

*To be completed and shared no more than 72 hours after the webinar*



### Report submission

Provide a brief report of no more than a page, including the webinar topic, the main speaker(s), key takeaways and insights from the webinar. Be in contact with them at [contact@elnenetwork.org](mailto:contact@elnenetwork.org).

### Recording submission

Save the recording and share it along with an attendance report, which does not need to include personal information such as email addresses.



### Feedback collection

After the webinars, a feedback form will be disseminated. Please fill this in, so that we can improve for future EEMs!



## EEM 2025 Webinar Guidelines and how to use them

These guidelines are designed to help you successfully organise and manage your webinar for the EEM 2025. Whether you're organising the webinar or moderating the session, this document provides the steps to follow before, during, and after your webinar.

Think of this as your roadmap to a well-run and engaging session!

### Before your webinar

Ahead of your webinar, several elements will need to be checked over to ensure the smooth running of the event on the day.

#### Technical preparation

Confirm the final webinar details with the ELNE Coordinators.

The ELNE Coordination team will contact you regarding the final details. Please confirm these by the deadline requested.

Where relevant, ensure that [authorisation forms for participation from underage participants](#) are filled out and shared with the ELNE Coordinators.

#### Dissemination

Spread the news! Provide the ELNE team with the information requested in the confirmation email, and [share the visuals](#) with your network.

When registrations open, you can redirect participants to the [ELNE website here](#).

Find the [ELNE logo](#), [EEM logo](#) and [visuals which you can post](#), linked.

#### Presentation and branding

Depending on the type of webinar you will be running, you may use presentation slides. In addition to any branding that you may be adding to these slides, please ensure that the ELNE branding is visible. You can download the [ELNE logo](#) and [EEM logo](#) here.

Where relevant, moderators, chairs and speakers should use the ELNE virtual 'background'. This can be [downloaded here](#).

#### Technical Check

Before your webinar, you should schedule a test run to verify audio, video and slide-sharing functions.

Do a technical check with your speakers to test run these, and start the webinar 15 minutes before your webinar officially starts.





### Be in contact with the ELNE representative

Each week of the EEM, an ELNE representative will be the point of contact for all things webinar-related. If you have any issues, you should get in contact with them at [contact@elnenetwork.org](mailto:contact@elnenetwork.org).

### During your webinar

#### Recording & Documentation

All of our webinars will be recorded. For this reason, you should start the recording promptly before the webinar begins. If possible, we advise that webinar organisers assign a dedicated person to monitor this, as well as spotlight speakers throughout the webinar.

#### Introducing ELNE

This EEM, we will have participants from across Europe, with many new faces who have not perhaps encountered ELNE beforehand. This is why it is important to introduce ELNE to participants. Here are some key points to highlight

- Welcome participants to the European Education Month
- Thank them for attending and thank the ELNE for organising.
- Remind them of this month's topic "Collaborative Leadership for the future of education".

#### Housekeeping details

It is always good practice to share with attendees some brief 'housekeeping details' to ensure the smooth running of the webinar. Some of these may include:

- Asking questions in the chat, or specifying that there will be a particular moment for Q&A
- Letting the audience know the webinar will be recorded
- Engaging with other participants in the chat
- Raising their 'virtual hand'

Here's an [example you can download](#) or adapt to your webinar.

#### Engagement

If your webinar has multiple speakers, the chair or moderator should ensure that they are all introduced to the participants of the webinar. This person should also moderate any Q&A sessions accordingly.

To encourage active participation, you can use polls, Q&A features or other interactive tools.

It is also good practice to assign a member of your team to moderate the chat, polls and so on.





### After your webinar

Below you will find a checklist of closing tasks which you will need to complete and share with the ELNE team **no longer than 72 hours after your webinar**.

#### Report Submission

All webinar organisers should prepare a brief report of their webinar. This should be around half a page to one page. It should include the webinar topic, the main speaker(s), key takeaways and insights from the webinar. Please send this document to ELNE Coordinators at [contact@elnenetwork.org](mailto:contact@elnenetwork.org).

#### Recording Submission

Once you have finished your webinar, stop and save the recording. We also request that you share an attendance report, if possible. This does not need to include personal information such as email addresses. You can submit this and the downloaded recording, along with the report, to the ELNE team at [contact@elnenetwork.org](mailto:contact@elnenetwork.org).

#### Feedback Collection

After the webinars, a feedback form will be disseminated. Please fill this in, so that we can improve for future EEMs!

