Climate
Centre

Webinar

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How to host an online event that is designed to be interactive and enables two-way communication between the speaker and the participants.

💡 **Objective**
To share some key steps and possible processes for your consideration when hosting virtual meetings and events.

Process

Step 1
Introduce the moderator, ground rules, objectives, agenda and participants (5 minutes)

Step 2
Depending on what you want to want to achieve and who your audience is you could think of:

- **Panel discussion:** 1. 2-5 minute introduction of the topic, each panelist presents themselves and their perspective to the topic for 5 minutes, 15 minutes of curated questions from the moderator, 10-15 minutes of Q&A with the audience. One can also put up a relevant cartoon at the beginning, invite reflections in the chat box as a 'warm up' and also by the panelists. Panelists deliver their remarks.
- **Case studies:** Up to 3 presentations, Lightning Talk, or Ignite Talk, max 5 minutes each explaining key findings from a recent publication, book, etc., 5 minute reflection through provocative statement in the form of polls and plenary reflections, 15 minute breakout groups zooming in a key element from the presentation, 15 minute plenary feedback and Q&A.
- **Masterclass:** One or two experts can present a tutorial for up to 15 minutes, using visual aids, 15 minute breakout groups with a clear assignment, 15 minute plenary feedback and Q&A.

Step 3
Wrap up with summary, thank yous and next steps (5 minutes)

Climate relevance
Online meetings and discussions are becoming more and more important in order to discuss climate-relevant topics and to be able to include opinions and views of participants from all over the world.

virtually amazing
Enabling virtual engagement for facilitating complex dialogues to tackle Climate Change