**Discussion Tool:**

**Creating Webinars and Topical Meetings**

**Directions:** Select from the activities below based on how much time you have to dedicate to the conversation/reflection.

**Five Minute Activity**

1. Call to mind examples of instances when you planned an informational webinar or topical meeting. If you have not planned events like this, think of examples of events you have attended as a participant.
2. Review the list of key considerations for planning webinars and topical meetings in the table below.
3. Place a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) complete this activity when I/we plan a webinar or topical meeting.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Considerations for Planning Webinars and Topical Meetings** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Think about your audience. |  |  |  |  |
| Start with your objectives. |  |  |  |  |
| Choose the best format. |  |  |  |  |
| Get the right speakers. |  |  |  |  |
| Gather and use feedback. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider why that is the case and what action you might take because of this information.

**Fifteen Minute Activity**

1. Jot down a list of times you have planned or attended a webinar or topical meeting.
2. Watch the video “Key Considerations for Planning Webinars and Topical Meetings.”
3. After watching, complete the following table by placing a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) implement this activity when I/we plan a webinar or topical meeting.”

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| --- | --- | --- | --- | --- |
| **Key Considerations for Planning Webinars and Topical Meetings** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Think about your audience. |  |  |  |  |
| Start with your objectives. |  |  |  |  |
| Choose the best format. |  |  |  |  |
| Get the right speakers. |  |  |  |  |
| Gather and use feedback. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider the following questions:
	1. Is this the case for every example of planning webinars and topical meetings or for only some?
	2. Why might this be the case?
	3. What impact might this have on my/our work?
	4. What steps do I/we need to take because of this information?
2. Watch DC’s video about providing feedback to subgrantees as part of their CLSD work. Consider the following questions:
	1. What advice does DC offer when planning a topical meeting?
	2. Is this advice that I/we follow when planning our own events? Why or why not?
	3. What did I/we see in this video that I/we may be able to add to my/our webinar and topical meeting planning practice?
	4. What additional information or resources do I/we need to complete this work?

**Thirty Minute Activity**

1. Jot down a list of times you have planned or attended a webinar or topical meeting.
2. Watch the video “Key Considerations for Planning Webinars and Topical Meetings.”
3. After watching, complete the following table by placing a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) implement this activity when I/we plan a webinar or topical meeting.”

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| --- | --- | --- | --- | --- |
| **Key Considerations for Planning Webinars and Topical Meetings** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Think about your audience. |  |  |  |  |
| Start with your objectives. |  |  |  |  |
| Choose the best format. |  |  |  |  |
| Get the right speakers. |  |  |  |  |
| Gather and use feedback. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider the following questions:
	1. Is this the case for every example of planning webinars and topical meetings or for only some?
	2. Why might this be the case?
	3. What impact might this have on my/our work?
	4. What steps do I/we need to take because of this information?
2. Watch DC’s video about providing feedback to subgrantees as part of their CLSD work. Consider the following questions:
	1. What advice does DC offer when planning a topical meeting?
	2. Is this advice that I/we follow when planning our own events? Why or why not?
	3. What did I/we see in this video that I/we may be able to add to my/our webinar and topical meeting planning practice?
	4. What additional information or resources do I/we need to complete this work?
3. Retrieve an agenda from a topical meeting that you/your team has hosted. Then, review it with the sample agenda provided from DC OSSE. Consider the following questions:
	1. What aspects of these agendas are similar or different? Consider content, format, length, objectives, etc.
	2. If I/we were to redesign our agenda, what might I/we add, remove, or change? Why?