

# RCSLT 'Techipe' for Webinars

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## What's it good for?

A webinar is like an online seminar: there are presenters and an audience. The presenters talk about a subject and then invite questions from the audience.

## Not good for:

Detailed conversations between all members of the audience

## Ingredients:

Each participant will need:

1. Computer or tablet
2. Access to the internet
3. Headphones



## Method for joining a webinar:

The webinar organiser will provide a link to register for the webinar. Usually this is advertised a few weeks in advance.

To register for a webinar:

1. Go to the link provided by the person/organisation running the webinar
2. Follow the instructions
3. You will be given a link to go to on the day of the webinar – keep this safe
4. Save the date and time in your calendar – some webinar providers offer a link to put the details directly into your Outlook calendar.

To attend a webinar:

1. Make sure you have headphones or speakers attached to your computer before the webinar starts - and test that they work
2. Go to the link you were given when you registered in order to join the webinar. It's best to do this about 10/15 mins before the event is due to begin, in order to make sure you are set up and don't miss the start
3. Once you are in the webinar you can listen to the presenters and also send in questions/comments
4. The person organising the webinar will ensure the webinar ends at the correct time

### **Tips for success:**

- Different webinar providers may use different software, but although they may look different they will often have similar features – such as an area to view slides or graphics, and an area where audience members can type in questions
- Some webinars also broadcast video of the presenters – but in order to join these webinars you will need to be confident that you have a good broadband connection. (RCSLT webinars do not currently broadcast video for this reason.)
- To find out about future RCSLT webinars please visit this page:  
[www.rcslt.org/news/webinars/rcslt\\_webinars](http://www.rcslt.org/news/webinars/rcslt_webinars)
- Some organisations record their webinars for people who were not able to attend in person. The RCSLT does this and you will find a list of past recordings here: [www.rcslt.org/news/webinars/rcslt\\_webinars](http://www.rcslt.org/news/webinars/rcslt_webinars)

### **Troubleshooting tips:**

Make sure you test your headphones or speakers before the webinar begins. If you get stuck during the webinar you can send the organiser a message using the webinar messaging system.

### **What's so tasty about webinars?:**

They offer a chance to join in with a professional seminar without travel – and attending a webinar counts as CPD.

### **For any advice or queries on using RCSLT webinars:**

Please go to RCSLT's webinar support page:

[www.rcslt.org/news/webinars/docs/webinar\\_participants\\_guide\\_2](http://www.rcslt.org/news/webinars/docs/webinar_participants_guide_2)

### **Feedback and suggestions:**

Please tell your Team Scotland colleagues if you have joined a webinar (RCSLT or other) and what you thought of it here and / or via Basecamp.

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