**Organization of webinar production in four steps**

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| **1 Preparation** |

* Determine a contact person to be in touch with lecturers. By email, before they come to your country ask them to prepare the following:
* Written version of the full lecture with questions for students attending it, and the accompanying PowerPoint presentation;
* Webinar subtitles and webinar PowerPoint presentation if different from the one above.
* Provide them with the address where the recording takes place.
* If necessary, explain how to get there or suggest a taxi service.
* Agree about the date and time of the event.
* Ask them not to wear anything that wrinkles easily or has stripes or dots.
* By email and/or phone, contact the guests on their arrival to remind them to send the required material if they have not done so from home.

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| **2 Pre-recording** |

* Select a room not exposed to noise from the street or surrounding premises.
* Prepare a roll-up banner or a poster of the K-FORCE project.
* Inform students and employees about the recording to avoid unexpected visits. Put a DO NOT DISTURB notice on the door.
* Provide refreshments, snacks and an over-the-counter pain reliever for possible sore throat problems.
* Have the Wi-Fi password written on the board or paper so the quests can use the Internet.

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| **3 Recording** |

* Make the recording as simple as possible. It is OK if lecturers read the text because they feel more comfortable that way. Besides, later translation for subtitling will be much easier.
* Engage a skilful and patient camera operator as there will be repeating.

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| **4 Post-production** |

* To save time and money find one person who can do the recording, editing and subtitling.
* Make sure you have a replacement just in case the cameraman suddenly takes a sick leave.
* Set deadlines for the deliverance of the finalized webinar.

**In the end, upload the webinar to the K-FORCE website.**

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