Five Guidelines to Better Webinars

Set Expectations
- Give explicit instructions
- Avoid groups in conference rooms
- Leave lines unmuted (for smaller groups)
- Prepare them to interact (e.g. polling early)
- Display an agenda

Keep It Personal
- Create student slides
- Create speaker slides
- Talk to the individual
- Limit class/meeting size

Keep Them Busy
- Give them something to do right from the start
- Call on people (and use their "student slides")
- Ask questions instead of just providing information
- Take questions frequently *(and plant a few!)*

Use Your Assets
- Compensate for "the radio factor"
- Bring in other voices to break the monotony
- Visuals: appearances matter, fewer words, more images

Keep It Moving
- Always build
- Intersperse speaker and student slides
- Be prepared to create many slides and to jump to any slide