

# APA Professional Development

## Presenting an APA webinar



*A webinar is a form of seminar, transmitted over the internet. Participants will usually sit at their own computer, and access a live presentation.*

### Role of the presenter

As the presenter, your role in a webinar is to:

- talk the participants through the subject matter
- answer questions verbally
- move through the presentation on the screen so that the participants can keep abreast of the talk.

### Presenter requirements

If you will be presenting remotely (from home or from work), you will need the following:

- a computer with reliable internet access (Wi-Fi access is not 100% reliable so a cable connection is preferred)
- webcam and speakers
- a separate phone connection, as you will be dialing into a teleconference as well as logging in to the webinar site to deliver your presentation
- headphones.

If presenting at the APA offices, you will be using the equipment that has been set up for you. APA webinars are advertised as being run in AEST (or AEDST, when applicable).

### Before the webinar

- Send your presentation in PowerPoint format to the webinar moderator. Make sure it's not password protected and is not in PDF format. Compress any high-resolution images.
- If your presentation has videos, you will need to send each video file separately to the moderator and advise if the files are large (larger than 4–5 MB). If you have the files as Flash files, send those; if not, we can convert them before uploading them ready to use.
- Video clips are opened and run by the moderator during the presentation, when the presenter indicates the appropriate slide has been reached.
- A short bio of your professional experience is always appreciated, to include in the webinar introduction. One or two paragraphs is plenty.
- You will be asked to participate in a practice run-through of the webinar, to make sure the technological aspects are all working and that you are familiar with the format. This normally takes around 30 mins (you won't have to go through the whole presentation).

**Please remove any slide transitions or effects from your presentation before submitting as these will be lost when the presentation is loaded to the webinar platform.**

### During the webinar

- Just before the webinar starts, you will dial into a teleconference along with the moderator. The teleconference is connected to the webinar; participants will hear you through their computers, but you will only be able to hear the moderator.
- When the webinar starts, you will be on screen via webcam for several minutes while the moderator introduces you and gives an overview of how the evening will progress.
- You will then deliver your presentation as if to a live audience, moving through the slides and prompting the moderator to open any video files if they are part of your presentation.
- At the halfway mark and again at the end of the presentation, there will be an opportunity for participants to ask questions. Your webcam will be enabled again at this point.
- The questions will be sent to you via a text box. You will then read the question aloud for the audience to hear and answer verbally.

### At the conclusion of the webinar

After the second and final question and answer session, the moderator will bring the webinar to its conclusion and end the session. You are only required to hang up from the teleconference.

## Webinar booking form

**Please complete this form and return it to your local Professional Development Officer or National Group Coordinator.**

Webinar title (max 60 characters, including spaces):

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Local branch:  National Group (please state \_\_\_\_\_)  Branch (please state \_\_\_\_\_)

National Office

Is this event open to non-physios?  YES  NO

Please identify the Allied Health/ Health professional that this material would be appropriate for

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## Presenter contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of presenter for webinar (ie. branch or home): \_\_\_\_\_

Preferred date: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Start time (one hour duration): \_\_\_\_\_

Webinar overview:

Presenter bio (one or two paragraphs):