

What Is a Webinar?

Here's the gist of how a webinar works:

The webinar leader (me, in this case), makes arrangements through a service that offers the capability for multiple people to be viewing the same computer at the same time (i.e., synchronously). The service I use (which has a fee) also offers a phone number that everyone can use to call in, as well as allowing for VOIP so that you can use your computer with a headset and microphone. (More on this below)

Why use a webinar instead of a teleseminar?

The only time I think it makes sense to use webinar technology is when you want to SHOW & TELL. When webinars are used to “deliver” information with no demonstration involved, I think it is unnecessary. But don't start me on that. Just know that if I have chosen to use a webinar, it is because I want to be able to demonstrate something that couldn't be as efficiently explained without the participants being able to SEE what was happening.



How many people will be attending the webinar?

There are services that allow hundreds of people to be in a webinar, but I prefer smaller numbers so that people can easily ask questions, as needed. Generally, you can expect between 5 and 15 people.

How will we know how to access the webinar?

Everyone who registers for the webinar will be emailed a special link a day or two before the class. You will want to click on the link a several minutes **BEFORE** the class starts because it takes about 5 minutes for your computer to get set up to connect with the service I am currently using (GoToMeeting). You can expect that the host (me) will be on the phone and at the computer about 10 minutes before the webinar begins to help you trouble shoot as needed. We will begin promptly at the top of the hour so please plan to be there a few minutes early so you are logged in and ready to go.

How will we be able to hear what is being said?

You have two options, telephone and VOIP (usually said as “Voice IP”).

I. Telephone

You will be emailed a phone number to use along with your special webinar link. You may use that one; just call in using the instructions in the email and on the screen as you log in. It will be a long distance phone call so just use your least expensive option –

either a cell phone with lots of minutes, a cheap calling card (mine is from Costco), or an inexpensive long distance option with your regular plan.

2. VOIP

Your next option, using the VOIP mode, is to listen only and you may do this by listening through your computer's speakers or by plugging in a headset that will allow you to hear the audio. If you want to be able to ask questions or make comments with your voice, then you will need a headset with a microphone. Using the VOIP option will not entail any phone charges because you aren't using a phone, but rather are using the internet.



Is there another way we can ask questions besides saying them on the phone or using a microphone?

Yes! There is a little “chat” box that will show up on your screen and you can write in questions or comments as we go through the class. Since I’m teaching the class, I will glance over (I have two monitors and keep the chat screen for the class over on the right screen while teaching) to see if any questions have come in. Mostly I keep my focus on what I’m teaching but do know that I will see your questions within a few minutes of you sending them in and will do my best to answer them.

Some webinar etiquette that is important to remember:

1. If you are on the phone, put yourself on mute either using your telephone mute button or the special key code that will mute your line. By having everyone mute themselves, we won't have the background noise that disrupts the learning environment. Shuffling paper, typing your notes while you're listening, barking dogs, yelling kids, etc. will all be muted from the rest of us. This makes the environment much more conducive to learning (and saves you from possible embarrassment!)
2. Depending on how many folks we have in the class or if there seems to be a noisy background that isn't getting individually muted, I may mute everyone out when either I or one of my guest speakers is teaching or sharing information. I will always allow an opportunity for questions, too. It's very comfortable for you to just ask questions or make comments, in the same way you would in a F2F (face-to-face) class. I know I was very surprised when I first starting taking classes like this, that it was as easy and natural to interact as it was.
3. Pay careful attention. The temptation is to multi-task. Believe me, I know that. The research is very clear, however, that multi-tasking is not really an option on anything that involves thinking. If you are trying to do anything else other than learning from the webinar, making notes as you're listening, asking questions of me, and/or making

comments, then you will divert your attention from the learning and it will dilute the experience for you.

4. Eliminate other distractions. If you are in a place where you can close your door, then it makes sense to do so. Turn off your email and other electronic distractions. Be ready to focus on what you want to learn. You're investing your time in the webinar, so be ready to reap the benefit.
5. If for any reason you are distracted and unable pay attention to the class for 5 or 10 minutes, then be circumspect when you come back on the call. Realize that you have missed some things and try to pick up where the class has gone, rather than asking me to go back over what I may have just talked about. Remember, you can always go back and listen to and watch anything you missed.

What if I miss the class altogether?

1. No problem. Everyone who registers for my webinars will be sent a link within about 24 hours of the completion of the class. This will give you the chance to listen to and view it if you missed it or to re-view to portions that you need or want to.
2. The link you will be sent via a service I use (YouSendIt) to send LARGE files. To access the recording, just click on the link to view it right then. If you prefer to save it to your hard drive, please do so within 14 days of when I send it to you because the link expires after that.

Note: The webinar is recorded in Windows Media Player format. Mac users are still able to download and play it but will use a workaround strategy. I've had many Mac users be able to do so, so I know it's possible. 😊

3. If you have other questions, just contact one of my assistants via (help@meggin.com). I look forward to “meeting” you on the webinars.



*You'll find out very quickly that webinars are a wonderful way to learn –
and you can be in your pajamas or a sweat suit!*