



BASES/Human Kinetics Webinars

Presenter Guidelines

What is a Webinar?

Webinar is short for Web-based seminar, a presentation or seminar that is transmitted over the web. You can present from your office/home, as long as you have a computer and a headset.

The key benefits of webinars are:

- Reduced preparation time needed;
- No catering or room hire costs;
- No additional travelling/accommodation time/expense to attend;
- Webinars can be recorded for later playback or for archival purposes.

Webinars are free to attend.

Why be a presenter?

A great way to share your expertise with members. You are able to put back in the sport and exercise science sector. You will gain credits towards re-accreditation.

How much work is involved?

We have guesstimated:

Activity	Time to Complete
Completion of the proposal form	15 minutes
Preparation of a 40 minute presentation	45 minutes
Webinar software training	30 minutes – 1 hour
Practice run through	30 minutes – 1 hours
Delivery of the webinar (40 min presentation followed by 20 min Q&A)	1 hour
Total time needed	3 – 4 hours

When will this happen?

We will run two programmes per year February – early June and October – December.

On acceptance of your proposal, BASES will contact you to confirm a suitable date and time to run the webinar. Human Kinetics will then arrange a convenient time to familiarise you with the software to be used, and another time, approximately one week before the webinar, to have a practice run through.

How will it all work?

- Human Kinetics will be hosting the webinars on behalf of BASES and a member of the BASES team or Human Kinetics will act as facilitator on the day
- A web link will be emailed to you in advance of the webinar
- Participants join the webinar via another link sent in an email
- The BASES facilitator will introduce the webinar and handover to the presenter
- Attendees can view the presenter's computer screen to see the PowerPoint and can hear you present
- Attendees can type questions to be answered at the end of the presentation
- The BASES facilitator will provide the questions to the presenter
- The webinar can be recorded for later playback or for archival purposes

What makes a high-quality webinar?

- Your expertise!
- Colourful slides, graphics – you're going to be talking to the attendees so the slides don't need to be too text heavy
- Concise, key points for attendees to go away with

What do I need to do before my webinar?

- Have a presentation prepared that will last 30-40 minutes using the BASES PowerPoint template
- Be available for familiarisation of the software and a run-through
- BASES will take care of everything else
- A BASES/Human Kinetics staff member will attend all sessions and act as facilitator so logging on for a 10 minute chat before the webinar is advisable
- Close down all other documents that you may have open on your computer apart from the PowerPoint presentation as all attendees will be viewing your own screen during the webinars
- Turn off phones and take measures to prevent disturbances.