



Directions for Using a Webinar for Your Next Chapter Meeting

In preparation for your meeting, print the Webinar Information and preview the presentation.

1. Print the Webinar Information, which includes:
 - A **Summary of Presentation** you can use in marketing your program.
 - The **Speaker Biography** gives a background and expertise of presenter for use when introducing the evening's event.
 - Note the **Time of Webcast** so you can schedule appropriately. The times refer just to the Webinar. Allow additional time for questions and discussion.
 - **Intended Audience** will help you determine if this is a good match to your audience demographics.
 - **Pre-Questions on the topic and Questions for Further Exploration** to engage members in conversation before and after viewing the Webinar.
 - **Ties to Other KDP Resources.** Active members can download any resource for FREE as a member benefit. Include these resources as a great takeaway from the meeting.
2. Download the accompanying Webinar. We recommend using the Mozilla Firefox browser to download and play the Webinar.
 - Click on the Member Login button at the top right at www.kdp.org
 - Enter your user name and password.
 - On the MyKDP Main Menu, choose the KDP Downloadable Resources tab.
 - Click Resources Catalog.
 - To view a listing, click Webinars and scroll down the list that appears under the menu.
 - Click on the Webinar (webcast format) you want to download.
 - To check out, there are a few clicks: 1) Add to Cart; 2) Check out; and 3) Confirm order.
 - On the next page you can retrieve the downloaded Webinar.
3. Practice using the Webinar and questions before your chapter meeting. Make sure and test the Webinar in the room where the chapter meeting will be held.
4. When you present this Webinar, use the pre-questions as a group discussion to gauge interest in and knowledge of the topic or direct each person to reflect on the questions.
5. During some Webinars, the presenters will ask questions. You can pause the playback for discussion or listen to the entire Webinar and have discussion afterward. During each Webinar there is a question and answer time with the presenter. You can opt to turn off the Webinar when the question and answer session begins and have your own chapter discussion.
6. After the presentation, divide the members into small groups to discuss the questions for further exploration. Groups can be random, by school level or content area.

As an enhancement to the Webinar presentation: Invite a local expert to come and answer questions about the topic.