

bpw.webinars - from BPW for BPW

The webinars are conducted by BPW officers who hold office in the triennium 2021-2024 and are therefore familiar with the current political and administrative realities of BPW International. The webinar program is organized and reviewed by the BPW International Executive Board.

You may attend bpw.webinars virtually live; they are recorded (except for the discussion). Later they are freely available here as YouTube videos.

bpw.webinars can be found exclusively under this label and name.

bpw.webinars may be held, according to the decision from 2021 of the International Executive Board, by

- Members of the Executive Board,
- Chairs of BPW International Standing Committees and Task Forces;
- Presidents of Affiliate Federations and Affiliate Clubs are as well invited to organize **bpw.webinars** as are Past International Presidents **after consultation with the International Executive Board**.

Good to know

First there needs to be a **date and a time** which should be agreed with President Catherine. If possible she will bring her welcome message. This done, contact Ursula communication@bpw-international.org

We are making a **webinar** (no attendees are seen, they can ask questions in the **Q&A section**, **no chat** is open, courtesy to the speakers). We thereby comply with data protection

We are **recording** the webinar and therefore it is on the BPW International Zoom and hosted by us, and we will make a **YouTube video** of the recording which we will link to our **website** (section bpw.webinars). <https://www.bpw-international.org/webinars/>

The webinar will be **1 hour** or max. 1 ¼ h, question & answer session included. The questions will be read out by a support, the moderators or the panelists, and the panelists will answer them.

The **presentations** will be on the computer of the panelist(s) (may be changed if wished so).

We need to have about **3 weeks** for a good **promotion** on all channels (website, bpw social media, individual social media of the panelists and organizers).

BPW Communication prepares a **banner**, checked by the organizers, fit for promoting in different formats.

The webinar will be with **registration**. The link to the registration page will be out together with the banner. After registering, the attendees will receive the link to join the webinar.

The **panelists** will receive a special invitation link for panelists, which is for **both, the test session and the live webinar**. Panelists and attendees will receive a reminder 1 day before the webinar.

As soon as the YouTube video is ready, the attendees will receive an email with the link to the YouTube video of the webinar and with documents, that have been promised by panelists.

How to setup a bpw.webinar

A checklist in 12 points

- 1) **Theme**, agreed with IP Catherine
- 2) **Date & Time**
 - a) **Live webinar**: Date & Time, fix and agree with IP Catherine
 - b) **Test Session**: Date & Time (normally 24hrs before live)
- 3) **Contact** for the technical setup with BPW Communication, check dates.
- 4) **Title** (catching title!)
 - a) **Subtitle** (explaining, optional)
- 5) **Text** (120-160 words): explaining what the webinar is all about
- 6) **Language of the webinar** (subtitles possible, with automatic translation)
- 7) **Moderator** Name, short bio, portrait photo, e-mail address, firm or bpw club/federation with logo and website URL. Likewise for a co-moderator (optional)
- 8) **Panelists** (recommended 2 to max 4-6)
Each with Name, short bio, portrait photo, e-mail address, firm or bpw club/federation with logo and website URL
- 9) **Check the banner** for the webinar, created by BPW Communication
- 10) **Promotion** The webinar is promoted on the BPW website and the BPW social media. Share and promote it also in your network.
- 11) **YouTube video** BPW Communication will prepare and upload the video on YouTube
- 12) **Attendees email** with YT-Link and eventual material