

Webcast Host Guide

One way to get involved in NACADA and with the advising community on your campus is to volunteer to be the host or facilitator for a Webcast. You can find out more about what a “Webcast” is, costs, and upcoming offerings at <http://www.nacada.ksu.edu/Webinars/index.htm>.

The following Webcast check sheet, with tips, will guide you through the process. More tips for making the Webcast experience as beneficial as possible can be found at <http://www.nacada.ksu.edu/Webinars/facilitation.htm>.

Checklist for Webcast Host:

- Complete the online Webcast registration process.** Details about the registration process can be found at: <http://www.nacada.ksu.edu/Webinars/registration.htm>
- Reserve a room on campus appropriate for the technology and the audience.** You may want to allow 30-60 minutes before the Webcast for a system check and up to 2 hours after the Webcast for discussion.
- Prepare for the Webcast technology requirements well in advance.** You can find tips and details at <http://www.nacada.ksu.edu/Webinars/tips.htm>.
- Identify and invite a topic expert on campus to facilitate discussion after the Webcast.**
- Arrange for a discussion facilitator if it isn't you.** Work with the facilitator after Webcast materials have been distributed to plan the discussion protocol.
- Send invitations to everyone who might benefit from the Webcast.** Include professional, faculty and peer advisers; front-line advising center staff; graduate students in advising programs; student affairs staff; advising/undergraduate education administrators; career counselors; admissions and registration counselors; anyone and everyone you can think of who might be interested.
- Send a reminder to those invited one week before the Webcast.**
- Send Webcast materials and handouts to invited participants 1-3 days before the event.**
- Do a system check on the date it is offered by the NACADA staff.** Information about this process can be found at: <http://www.nacada.ksu.edu/Webinars/techreqs.htm>
- Purchase refreshments** (popcorn, Twizzlers, water, soda, etc.) before the Webcast if budget and facilities allow (or recruit someone to do this for you).
- Arrive at room location well in advance of the Webcast** to allow for tweaking of the technology and greeting of participants.
- Follow up with participants to thank them for attending and gather feedback for future Webcasts.**
- Send feedback/evaluation to NACADA Executive Office.**

SAMPLE INVITATION EMAIL provided by Melissa Lantta, Undergraduate Advising Resource Center
University of Wisconsin-Oshkosh



WACADA members asked for it! In an effort to provide continuing professional development for our members, WACADA will sponsor NACADA Webinars for our **members and guests**.

The first WACADA sponsored Webinar is **Thursday, February 22**, to be held at the University of Wisconsin Oshkosh. The live internet-broadcast Webinar event will start at 1:00 p.m. and run approximately 90 minutes. The presentation is "Components of a Successful Faculty Advising Program: Institutional Commitment, Professional Development, Incentives, and Recognition. The presenter is Jayne K. Drake, Associate Professor of English and Associate Deans of Graduate Affairs at Temple University.

What is a Webinar?

- A **Webinar** (also known as a "webcast," a "web conference," or a "virtual seminar") is a live event presented over the Internet.
- NACADA's Webinars are 60-90 minute, focused presentations concerning topics of importance to academic advisors and advising administrators.
- All NACADA Webinar presenters are currently actively involved in academic advising on their campuses.
- Webcasts may be viewed by individuals on their desktop/laptop computers or by groups in conference room settings using computer projection technology.

If you would like more details about the upcoming NACADA webinar or past webinars, here is the site address <http://www.nacada.ksu.edu/Webinars/index.htm>.

This event is open to anyone to attend, especially to those in the immediate area. There are 65 seats available; it is a first come, first serve. You must register in advance. To register, you need to send an email to advising@uwosh.edu and include your full name, institution, and email. Once you registered and if space is available, you will receive an email confirmation with the specific location and links to handout(s). If you have any questions, feel free to contact Houa Xiong at xiongh@uwosh.edu or call (920) 424-0206.