

Webinar Hosts

- ✓ Ensure you are registered with your RELO or US Embassy or Consulate
- ✓ Register with Adobe (only viewing host registers with Adobe)
- ✓ Test connection before webinar course begins
- ✓ Designate yourself or someone for live session input
 - Post questions and comments from your group into the chat box
 - Respond to polls for the group
- ✓ Host a discussion at the end of each webinar to apply what you've learned to your participants' teaching context
- ✓ Join the Ning: <http://shapingenglish.ning.com>
 - Direct participants to the Ning (includes: webinar resources, recordings, readings, and discussions)
 - (optional): make copies of pre-webinar readings for your group
 - Participate in discussions on the Ning
- ✓ Submit attendance at the end of each webinar
 - Submit your email address and the number of your participants in your group at the end of each webinar when requested
 - Example: jenny@email.com 13 participants
- ✓ Keep track of attendance (see template below)
- ✓ Send final attendance to your RELO or U.S. Embassy at the end of the webinar series
- ✓ Coordinate distribution of e-certificates with your RELO or U.S. Embassy



