

## What was the structure of the webinar?

**Multiple presentations,  
followed by a Q&A**

A lot of information to share? Different sub-topic or regional experience?

**YES** → Bullet the main points. Share as a graphic or write a paragraph on each. Use main ideas as headings.

**NO** → Same format, write about the full webinar—no sections. Succinctly cover main points.

**Presentations +  
roundtable discussion  
between presenters**

Thought-provoking/  
inspiring quotes?

**”** Pull them out and incorporate where relevant.

**Audience  
interaction—  
breakout rooms**

**💡** Don't overload the reader. Summarize main points.

**No presentations  
—roundtable  
Style**

**?** Organize recap by key questions/points.

**💬** Summarize free-form discussions in a narrative.

## Did the webinar serve to...

**...present study  
results/achievements/challenges?**

**YES** → Design a simple graphic using Canva or PowerPoint. Include presenters' graphics.

**...promote a new  
platform/tool/resource?**

**YES** → Share why/how you developed the new tool and why it's useful. Use the headings "What," "How," and "Why."

**Was the webinar  
part of a series?**

**YES** → Direct readers to join next session at main sign-up page. Recordings or recap posts? Direct them to those too.