WEBINAR RECAP FLOW CHART

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?
    - YES: 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?
  - Design a simple graphic using Canva or PowerPoint. Include presenters’ graphics.

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