



Organization of webinar production in four steps

1 Preparation

- Determine a contact person to be in touch with lecturers. By email, before they come to your country ask them to prepare the following:
 - ✓ Written version of the full lecture with questions for students attending it, and the accompanying PowerPoint presentation;
 - ✓ Webinar subtitles and webinar PowerPoint presentation if different from the one above.
- Provide them with the address where the recording takes place.
- If necessary, explain how to get there or suggest a taxi service.
- Agree about the date and time of the event.
- Ask them not to wear anything that wrinkles easily or has stripes or dots.
- By email and/or phone, contact the guests on their arrival to remind them to send the required material if they have not done so from home.

2 Pre-recording

- Select a room not exposed to noise from the street or surrounding premises.
- Prepare a roll-up banner or a poster of the K-FORCE project.
- Inform students and employees about the recording to avoid unexpected visits. Put a DO NOT DISTURB notice on the door.
- Provide refreshments,snacks and an over-the-counter pain reliever forpossible sore throat problems.
- Have the Wi-Fi password written on the board or paper so the quests can use the Internet.

3 Recording

- Make the recording as simple as possible.It is OK if lecturers read the textbecause they feel more comfortable that way.Besides, later translation for subtitling will be much easier.
- Engage a skilful and patient camera operator as there will be repeating.

4 Post-production

- To save time and money find one person who can do the recording, editing and subtitling.
- Make sure you have a replacement just in case the cameraman suddenly takes a sick leave.
- Set deadlines for the deliverance of the finalized webinar.

**In the end, to have the webinar uploaded to the K-FORCE website,
send it to Ivan Lukic: lookic.ivan@gmail.com**