## Practice Webinar Sessions

The practice sessions below serve as a mechanism to ensure that all team members and facilitators participating in the webinar are fully trained in using the tools and features in the webinar interface. Prior to the “LIVE” webinar, the following practice sessions must occur:

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-Session | Required Audience | Date | Webinar Link |
| Initial Practice Session  | Client and ID |  |  |
| Full Practice/ Rehearsal Session | Client, ID, Facilitators |  |  |
| Technology Check Session | Field Participants Volunteer Basis  |  |  |

## Documentation Availability

Are the documents below available to participants?

**Note**: The access code to join the Schoology group, the Read/View Ahead Template and the Time Zone Chart must be made available to the participants at least 2 weeks in advance of the Live Webinar Session. This will give them adequate time to read and understand the materials BEFORE the webinar. Advance notice will also give participants a chance to schedule time for the live webinar on their calendars and make any necessary adjustments to their daily schedule.

|  |  |  |
| --- | --- | --- |
| Document | Increment | Date Available |
| Schoology Access Code | Before (2 weeks) |  |
| Read/View Aheads (if applicable) | Before (2 weeks) |  |
| Time Zone Chart Schedule | Before (2 weeks) |  |
| Email Notification | Before (1 week minimum) |  |
| Agenda | During |  |
| Slide Deck Power Point Presentation | During |  |
| End of Webinar Evaluation Purpose and Questions | During (Adjourn) |  |
| Post Readings/Viewings (if applicable) | Post Webinar |  |