



GPA Webinars: What Every Instructor Should Know

Background

GPA identifies well-qualified presenters and works with them to develop live webinar classes in the grantsmanship field. Cisco Webex hosts the webinar classes through its live webinar system as well as via its recorded, on-demand system. Classes are available to GPA members for free, and, because it's a network, they are also available to the broad professional community (or non-members) for a fee.

Class Format

Webinar classes, 60 minutes in duration, are held via a VoIP system, where both the instructor and the registrant access the system about 20 minutes prior to the start of the class. In addition, the instructor will advance the slides via the Webex screen share option, and the registrants will view the platform from their web browsers. Within the Webex platform, attendees and instructors are able to discuss and ask questions via the chat box. They can also raise their hand to ask a question verbally. By also providing a webinar system, the instructor is able to advance the class slides as s/he progresses during the class. Note: We have the option to utilize a webcam for instructors should you wish.

In addition, registrants will receive the class outline and any additional materials provided by the instructor from GPA Headquarters one week before the webinar takes place.

The class audio and webinar slides are recorded and hosted via GPA's YouTube channel. Registrants who want to replay part or all of the class can do so (as can the instructor). There is no time limit as to how long they can view the recording. Registrants who missed the class will also be able to play the class recording. All recordings are hosted on GPA's YouTube account privately.

Because they are recorded, webinar classes will also be made available to new registrants who registered after the live class. This is the purpose of the GPA Webinars on-demand system.

Preparing for Your Live Webinar Class: Before the Class

Deliverables/Materials Needed. Experience shows that, for a class to have the best possible attendance, at least **two weeks** of marketing is required. For that reason, once

your webinar class date is set, you will need to provide *all* of the requested information and files (“deliverables”) no later than **three weeks** before the live webinar class date – and sooner, if you can.

Please provide the deliverables to Barb Boggs, GPA Events & Volunteer Manager, via email attachment at barb@grantprofessionals.org. You may also contact her by phone at 913-788-3000.

Here are the deliverables:

- **GPA Webinar Deliverables Form.** Please fill this form out in its entirety.
- **Your Headshot.** Your headshot should be professional-quality, such as a studio portrait. It should be sent as a jpg.
- **PowerPoint slides.** Instructors have differing styles. Some like to prepare a large number of detailed slides, while others only a few just to keep things more or less on track. Either is okay.

Some modification in your slides may be made by the GPA staff, but only in format and not in substance. Please note that your slides will also be available for optional download by registrants.

- **Additional Materials/Handouts (Optional).** Many instructors have additional materials that they want to provide for the class. You are welcome, and encouraged, to do so. We prefer these documents in the form of PDF files before making them available to registrants.

You are the creator and copyright holder of the PowerPoint slides and other materials prepared by you in connection with the class, and will remain as such. In other words, you are giving us permission to use these materials in connection with your live and recorded on-demand webinar class. See the *Plain Language Collaboration Agreement* for more details.

Getting Ready for Your Live Webinar Class: Dry Run

About one week prior to your live webinar class, please contact Barb Boggs at GPA Headquarters by email to arrange for a dry run. The email address is barb@grantprofessionals.org. Barb will then schedule to do a dry run with you. This is done to show you how to dial in to the live webinar class, and to use the Webex webinar system for the slides. The dry run will give you confidence that things will go smoothly for the upcoming live webinar class. If you are familiar with the Webex system, there is no need to schedule a dry run.

During the dry run, your GPA representative will guide you through the following process: You will also log into the Webex website (which the GPA representative will provide you with an invite to access the dry run). Your GPA representative will show you how to work the controls. It’s actually very easy, as you’ll see!

Conducting Your Live Webinar Class

About 20-25 minutes before the start of your live webinar class, you will need to log in to the Webex website (that will be provided to you before the webinar), to launch the webinar panel. (Remember, you will by now be familiar with how to do these steps because you will have been walked through them during your dry run. So relax! It will go well!)

A member of the GPA staff will also be on the call during the full 60-minute webinar class. The staff person will be responsible for all technical aspects of the class, and is there to help you and the registrants as needed.

The class will start promptly at the starting time. The GPA staff member will welcome everyone to the webinar class, handle any housekeeping items, and then introduce you. That's your cue to begin.

We strongly recommend that you let your registrants know up front – at the very beginning of the class – how you want to handle questions. Some intrepid instructors don't mind taking questions as they come up, which is fine unless the class exceeds about 15 or so registrants (and most do). More typical is to have three question sessions: About one-third into the class, about two-thirds, and at the end. We don't permit making registrants hold all questions to the end; that defeats the purpose of having interactive classes and often draws complaints from registrants.

Registrants may also keyboard their questions into the webinar system's chatbox during the live webinar class, but if they do, it's important to read them aloud before answering them. The GPA staff member can read the questions for you, if you prefer – instructors are often too busy teaching to read the chatbox questions. (You can discuss this aspect with the GPA staff member during the dry run.)

Getting Help

The GPA staff is happy to help you any way they can.

- Contact the GPA staff for any questions relating to your agreement to teach a class, setting a date, providing the deliverables, dry run and live webinar class, and instructor payment (if applicable). Phone 913-788-3000 and ask for Barb Boggs, or write by email to Barb at barb@grantprofessionals.org.