



QUÉBEC ROADMAP COLLABORATIVE NETWORKS

GUIDELINES - Organizing a webinar

In support of the *Québec Roadmap's* Collaborative Networks, the General Secretariat of the OWHC wishes to compile the experiences and best practices on which to base a new generation of webinars (virtual meetings). The COVID-19 pandemic greatly popularized this means of communication and exchange, but these meetings often prove unsatisfactory and inefficient.

The *Québec Roadmap* aims to develop active cooperation and intensive collective work. It will propose face-to-face meetings as often as possible. Webinars are a useful addition to the range of working methods and tools. It's up to us to find the form and content that suit our needs.

This guide draws on lessons learned from recent OWHC virtual meetings. It is intended to help webinar organizers and participants to be more effective, and to get more out of the meetings that will mark the *Roadmap*. This guide will be enriched as experience is gained, thanks in particular to feedback and advice from participants in these meetings.

PRINCIPLES

A useful and interesting webinar requires motivated and committed participants, determined to contribute to the discussion and to the achievement of the objectives.

The following basic principles are therefore put forward:

- a. The invitation to participate in a webinar must clearly state the purpose and objective (expected results) of the meeting.
 - b. Participants must be provided with useful working documents to prepare themselves and know exactly/understand what is expected of them (presentation of case studies, open discussion - brainstorming -, etc.). It is up to the organizer to check before the meeting that the participants are properly prepared for what is expected of them (that their contributions or presentations conform to the expected format and are technically usable).
 - c. As a general rule, case study presentations should not exceed 10 minutes each; participants' speeches should not exceed 5 minutes. They should be short, clear and simple, with a measured pace to facilitate proper interpretation.
 - d. If simultaneous interpretation is offered, a tutorial (document or video) is circulated to participants in advance.
 - e. The meeting organizer specifies the ground rules for the webinar: request to speak (show of hands), etc.
- The webinar organizer ensures, in advance, that the technical aspects of the meeting run smoothly (technical assistance may be required for the duration of the meeting).
 - The webinar organizer takes the necessary steps to ensure the smooth running of the meeting (respect for speaking time, universal access to the microphone, etc.).
 - The webinar organizer must also provide adequate assistance for note-taking (or transcribing discussions if the meeting has been recorded).



RESULTS

In order to maintain the cohesion and mobilization of players in the Collaborative Network, each meeting, workshop or other action scheduled in the Action Plan must be the subject of a summary note to be distributed to participants for comment immediately after the action, and then forwarded to the General Secretariat. This note (1 page) should contain at least the following information:

- Meeting title, date and location
- Meeting objectives (contextualizing the Action Plan)
- List of participants
- Summary of decisions/results
- What immediate follow-up ("homework" and tasks requested of participants)
- Next steps (date and objectives of next meetings)

The organizer of a webinar should also ensure that the discussion has helped to identify the topics and questions raised by the Thematic, and even the associated problematics, even if the Collaborative Network ultimately decides to focus on only some of them. The establishment and development of this list is fundamental to the success of the Cordoba Symposium.

The organizer should also encourage participants in the Collaborative Network to continually enrich the "showcase" space offered to participating cities on the Roadmap microsite, and to notify the General Secretariat of materials recognized as useful that should be filed in the Collaborative Network "library".