* Create a list of 7 best tips of things to remember when creating / facilitating a webinar.

1. **Prepare for guests’ arrival**: have the resources that you have planned to use ready in advance so that you can begin on time. When the guests arrive, you want to be able to focus on them and on the content and collaboration at hand.
2. **Welcome guests warmly**: As people login, welcome each person by name if possible. In addition to being a warm way to begin, it sets a tone and reminds learners that you know they are present and that their participation will be expected.
3. **Frequently assess the mood in the room**; don’t wait until the end to ask guests if they need anything: gauge comprehension and mood by asking quick poll questions, soliciting emotion use, or cold-calling on learners for feedback.
4. **Have more food (for thought) than you need**: prepare more activities than you think are needed for the time allotted.
5. **Make everyone feel included**: try to recognize and solicit contributions from as many participants as possible, and refer to comments made by the name of the person who shared them.
6. **Offer guests something to take home with them**: In combination with a transcript or recording of a live online session, post handouts, slides, or the results of the group activities as on-demand resources within a course site.
7. **Know when to say good night**; leave everyone wanting more: end on a high point.

* Create a list of the top 5 items that could derail a webinar.  Do not duplicate items listed in Question 1 (the best list).

1. Cell phone: make sure your cell phone is off or on silent during the session so as to not distract you during your presentation.
2. Dog barking: make sure you pick a spot that animals wanting attention during your session will not interrupt you.
3. Food cooking on stove: do not try to multitask while doing your online session. Be completely focused while presenting and do not let outside disturbances distract you.
4. Kids asking for homework help: before the online session starts, ask your significant other or a baby sitter to watch your kids if they are not old enough to be kept alone for a given time. This will help you maintain your focus on your online session and not have you worrying about what your kids are up to while you are not in the room.
5. Instant messenger: Close out all browsers and everything that may be distracting to you besides the online session. This way you are completely focused on what you are presenting on your online session and won’t get interrupted by other people wanting to talk to you.

Create a solution for each of the items on your 5 derailments list so that future webinar facilitators can avoid the problems you have pointed out.

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