

What is a webinar?

A webinar is an online seminar that turns a presentation into a real-time conversation from anywhere in the world. Webinars allow large groups of participants to engage in online discussions or training events and share audio, documents or slides – even when they're not in the same place as the meeting host or in the same room where the event or presentation is taking place.

NI WEBINARS AND ROLES

The NI use a software called 'gotowebinar' to host its seminars. Below is guidance on what to expect and the roles of each participant.

ORGANISER: STARTING AND ENDING WEBINAR

A representative from the NI – usually the Marketing and Communications Officer – will 'host' the session starting the meeting allowing you, the presenter, to talk and take control. They can give and take away access and control to the presenter and any other panellist.

PANELLIST: GUEST SPEAKER/PRESENTER*

The 'Panellist' is the guest speaker of the session. As the panellist you are supported by 'Organiser', in your session. With you are presenting from your work place please make sure you have checked with your HR/IT teams to make sure you are able to do so.

Please also make sure that there are no background noises or distractions that might interfere with the presentation.

ATTENDEE- AUDIENCE*

Attendees can see the screen of the speaker/presenter (if provided). They are able to use a chat option to ask questions and can be unmuted to ask questions.

Ideally you will provide your presentation to the Marketing and Communications Officer prior to the webinar so that it can be uploaded to the GoToWebinar software and be easily shared in full screen view with the audience.

WHAT THE AUDIENCE SEES

With go to webinar you have a few choices of what you would like to show your audience.

1. Share your screen
2. Show a PowerPoint presentation
3. Webcam
4. Share documents
5. Voice over only - blank screen

**you do not need a got webinar account*

TIME

Most Webinars last for approximately 20-40 minutes (with time for Q&A at the end). Webinars occur weekdays Monday-Friday with in 'lunch hours' 12:00-14:00. If you wish for your webinar to take place out of these hours, please discuss with the host.

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PRACTICE SESSION

It is vital to make sure you confirm a time with the organiser in which to start a 'practice session'. It is recommended that two practice sessions take place. Firstly, a week prior to the Webinar to revise any technical difficulties. Followed by a quick run through approximately 30 minutes before the webinar is due to take place.

WEBINAR TOPIC

The NI will agree the topic and title of your webinar with you, including agreeing a short synopsis and key messages for use in promotional materials, social media posts, etc.

Depending on the subject matter, we may work with you to align your webinar with a related NI activity, including upcoming events, key themes in the Nuclear Future journal, Special Interest Group meetings or activities, etc. A list of upcoming activities is provided in Appendix 1.

YOUR SESSION – FORM

Please fill out the form below and return to S.moore@nuclearinst.com

NAME:

COMPANY:

EMAIL:

WEBINAR TOPIC:

SHORT DESCRIPTION:

IS YOUR WEBINAR LINK TO ANY OF OUR EVENTS?

YES:

NO:

DON'T KNOW:

IF YES PLEASE SPECIFY:

HOW WOULD YOU LIKE TO PRESENT?

SHARE YOUR SCREEN:

SHOW A POWERPOINT:

WEBCAM:

OTHER:

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HOW LONG WOULD YOU LIKE YOUR SESSION TO BE? (MINUETS)

- A)20-40
- B)40-60
- C)60-90
- D) OTHER

WHEN WOULD YOU LIKE YOUR WEBINAR TO TAKE PLACE?

Give options if possible:

DATE:

TIME:

OTHER COMMENTS:

APPENDIX 1: EXAMPLE WEBINAR TOPICS

EVENTS LIST 2019:

1. [Women in Nuclear UK Annual](#)
2. [Integrated Waste Management](#)
3. [Go Digital](#)
4. [Project Management Skills](#)
5. [YGN Annual Day seminar and dinner](#)
6. [Nuclear Safety & Security](#)
7. [Advanced Nuclear Technologies](#)
8. [The Human Factor in nuclear](#)
9. [An extensive programme of local and community events, lectures, dinners and networking opportunities](#)

NUCLEAR FUTURE ISSUES 2019:

1. [15.1 ADVANCED MANUFACTURING JANUARY – FEBRUARY](#) (development of advanced manufacturing processes, advanced tooling and fixturing design, additive manufacturing, virtual reality to aid design)
2. [FUEL CYCLE MARCH/ APRIL 2019](#) (fuel manufacture, enrichment, fuel management, radioactive waste)
3. [15.3 NUCLEAR REACTORS MAY/JUNE 2019](#) (new build, plant life extension, small modular reactors, next generation reactor design, reactor operations)
4. [15.4 LICENSING & REGULATION JULY/AUGUST](#) (safety, security and safeguards, regulating 2019 for safety, environmental monitoring, EU directives, international standard and guidance, public consultation)

For questions contact Sally Moore Email: S.moore@nuclearinst.com Phone: 02078162603

5. [15.5 RADIATION SAFETY & PROTECTION](#) SEPTEMBER/ OCTOBER 2019 (safety, security and safeguards, accident prevention and emergency planning, nuclear medicine, isotope production)
6. [15.6 RESEARCH & DEVELOPMENT NOVEMBER/ DECEMBER 2019](#) (innovations in R&D, role of international collaboration, managing large-scale R&D projects)

MEMBERSHIP – IDEAS FOR SESSIONS

1. [MEMBERSHIP JOURNEYS](#) – a run through of your career.
2. [COMPANY MEMBERSHIP SCHEME](#) – your company and its links with the NI
3. [CHARTERSHIP](#) - your experience with Registrations; Engineering, Science Council or Society for the Environment
4. [YGN](#)
5. [WiN](#)
6. [BRANCHES](#)