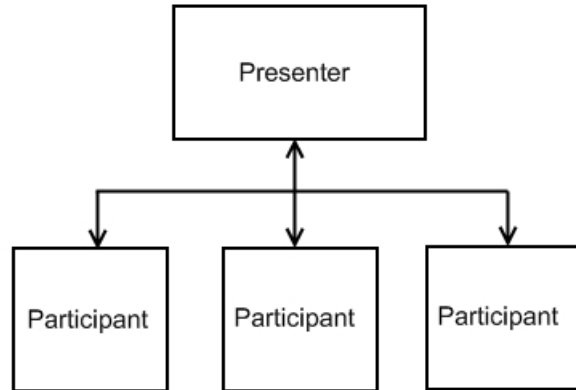


What is a Webinar?

A webinar, or web conferencing, is a way of holding live meetings, presentations, and trainings over the Internet. One person, the presenter, connects to a number of computers through which the participants can view the webinar. Webinars typically have a visual component and an audio component. The audio component might be provided through your webinar application, or through a conference line on the phone. Webinars provide the ability to be interactive through features such as desktop control, instant polling, and whiteboards.



Webinar Features

The webinar features that are available depend on the webinar application. All webinar applications provide visual connection, and most provide audio connection at an additional fee. More information on features can be found in “HAPSavers – Picking a Webinar Vendor.”

Webinar Information

A webinar, or web conference, is a way to host a meeting or training over the Internet. For information on choosing a webinar application, please see “HAPSavers – Picking a Webinar Vendor” and for information on hosting good webinars, please see “HAPSavers – Hosting a Good Webinar.”

Webinar Advantages

- **Ease of connection** – Webinars allow you to interact with people anywhere a computer and an Internet connection is available.
- **Cost** – Compared to travel and other material costs, webinars are often the most cost effective method of conducting meetings, particularly for smaller groups.
- **Interactivity** – Features such as desktop control and instant polling allow participants to become a part of the meeting.

Webinar Disadvantages

- **Computer and Internet required** – While a large meeting space is not needed, both presenter and participants will need a computer and Internet connection. Participants will also require an email account to receive an electronic invitation to the webinar.
- **Computer literacy** – While most webinar applications are designed for ease of use, participants must be able to navigate a computer and perform basic browser operations such as accessing the Internet.
- **No body language** – Because you will not be face to face with participants, all communicating is through your voice and presentation.