American English Webinar Series

Viewing Session Guide

Registration:
- Ensure you are registered with your Regional English Language Officer or local U.S. Embassy or Consulate.

Before the Webinar:
- Share the webinar course schedule with your group members.
- Brainstorm ways to prepare for the different sessions.
- Join the Ning Social Network: http://americanenglishwebinars.com. This is a private network; the administrator needs to approve your membership before you have full access. This should take 1-2 days.
  - The Ning network includes recordings of previous webinars, webinar resources, additional readings, and a discussion forum.
  - Optional: You can make copies of pre-webinar readings, tasks, and handouts for your group.
- Direct individual participants to the Ning Social Network: http://americanenglishwebinars.com. Each one of them will have to create an individual account to access to all the resources on the network.
- You will receive a message to remind you about the upcoming webinar session a few days in advance. Check your inbox and spam/junk mail.
- Once you receive the reminder with the link to enter the webinar, test your connection to the Adobe site before the session begins. Test the rest of the equipment too, mainly projector and speakers.

During the Webinar: (each webinar session lasts for 60 minutes)
- At the beginning, ask participants to write down one or two questions or expectations for the session.
- Keep track of attendance.
- Designate someone to provide live input during the session.
  - Post questions and comments from your group into the chat box.
  - Respond to polls for the group.

At the End of the Webinar: (suggested length for follow up activities: 30 minutes)
- Submit attendance when the moderator prompts you to do so at the end of the webinar.
  - Enter your email address and the number of your participants in your group.
    Example: emailaddress@email.com, 13 participants
- Encourage participants to share and reflect at the end of each session. You can share the questions written at the beginning and discuss the answers to them, discuss how to adapt or apply what you've learned to your teaching context, brainstorm ideas for additional activities, discuss what you found most interesting or useful, etc.
- Optional: Organize follow-up sessions between webinars to participate in discussions on the Ning.

At the End of the Webinar Course:
- Send the final attendance list of all six sessions to your Regional English Language Officer or U.S. Embassy. Participants who attend 4 out of 6 webinars receive an e-certificate.
- Coordinate distribution of e-certificates.
- Make sure to sign up for the next webinar course!

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Last Name	First Name	Email Address	1	2	3	4	5	6	Total

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