What is a webinar?

Web seminars (“Webinars”) are online seminars or presentations used to synchronously engage remote audiences with any content that you present from a computer desktop. Talks can be anything from 15 minute updates about a particular research area, to longer more formalised presentations.

From April 2020, MASTS will be using Zoom to host its webinars. With Zoom, MASTS can easily set up, assist in delivering and monitor the webinars from anywhere at any time.

The webinars can have up to 100 registered participants (attendees) and can be live streamed on the MASTS YouTube channel.

You can present a webinar from any computer with Internet access, as a presenter you do not need to download any software or have a registered Zoom account. All of this will be provided by MASTS.

Attendees can join the webinar through the Zoom link provided in the email confirming their successful registration, participants can also dial in using their telephones (details for which are also provided in their confirmation email). The Zoom link can be used on laptops, computers, phones and tablets. Zoom does not require attendees to have any pre-downloaded software or Apps, they do not need a zoom account.

Presenters can be co-hosts for their seminar.

Features Zoom provides for webinars

Whilst presenting, we can also offer video to enhance the visual connection between speakers and listeners.

Attendees can interact with the webinar through the live Q&A feature provided in Zoom and tailored polls can be sent to participants during the event. These features do not have to be used during the webinar, but they can be engaging way to break up the session.

The live Question & Answer feature allows attendees to type and send questions during the webinar and for the panellists, co-hosts and host to answer. Attendees can choose to send questions anonymously to the host, co-host, and panellists. The Q&A feature can be made public, this allows attendees can submitted questions and, if enabled, upvote each other’s questions. Questions can be downloaded by the host after the event.

Attendees also have the option of ‘raising’ a virtual hand. This feature is typically used if you want to know who would like to ask questions out loud. Attendees can be unmuted by the host (MASTS).

Polls can be created before the event and launched when appropriate for the attendees to answer during the seminar, this is done the host and co-host(s). Polls can be single choice or multiple choice questions, hosts and co-hosts are not able to vote. Responses can displayed to attendees and downloaded in a report after the seminar has finished. Polls can also be conducted anonymously, if
you do not wish to collect attendee information with the poll results. You can have 25 polls added per scheduled webinar. Poll can be re-launched if necessary.

**How do I join a webinar?**

Joining a webinar is easy. When you receive a webinar email invitation, click the registration link and register. You can then join the webinar at the scheduled time one of three ways:

1. Click the link in your confirmation or reminder emails, which will be automatically sent to you after registering and a day before the webinar. Your link is unique to you.
2. To dial in on the webinar, dial the number provided in your confirmation email and type in the webinar ID.

You do not need a Zoom account to attend.

If registration is full (100 participants have signed up) you can still watch the seminar live on our [YouTube Channel](https://www.youtube.com).

All seminars will be recorded and uploaded onto the [MASTS website webinar page](https://mastssociety.org/) and [YouTube channel](https://www.youtube.com).

**What are the system requirements for attending a webinar?**

Participants wishing to connect will need an Internet connection, a microphone and speakers (most smartphones and modern laptops are already compatible, if using a computer a USB headset is recommended).

Hard wired internet connection is preferable to WIFI.

**I want to hold a webinar – what do I do now?**

If you would like to hold a webinar, please send the following information to masts@st-andrews.ac.uk:

- Preferred date and time to hold the webinar
- Name of presenter/speaker
- Title of webinar
- Short abstract describing the webinar, who would be interested in the talk, what the talk will cover etc.

Once we have this information we will issue a webinar invitation to the MASTS community. In advance of the event, we will organise a practice event if you haven’t used the system before.

For more information on Zoom please check out their support pages, many of which contain useful and easy to follow videos: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)