



Webinar Co-moderator role description

General responsibilities

The Webinar Moderators work together to oversee and manage the SIG webinars.

Their specific tasks include:

- finding speakers and arranging dates for webinars (including rehearsal dates)
- ensuring that the presentation is suitable and preparing the publicity material (abstract, speaker's bio, and photo)
- booking a Zoom webinar room with IATEFL HO for the webinar and rehearsal
- ensuring publicity for the webinar is sent out to TEASIG members via IATEFL HO and TEASIG social media
- assisting speakers with presentations and other help required (via email and during the rehearsal)
- overseeing the rehearsal and the webinar, moderating the webinar and completing any follow-up tasks

An ideal candidate for the position should

- have a positive attitude, ability to be flexible, and strong interpersonal skills
- be willing to work as part of a team, and communicate with other members of the committee in a timely manner
- have excellent organisational skills
- have good quality internet access
- have experience of using digital technologies and/or web-conferencing tools
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

All IATEFL members can access more detailed information in the *IATEFL SIG Committees Handbook*, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard <https://www.iatefl.org/dashboard>.