



### **Webinar Moderator**

The role of the Moderator is to oversee and manage the SIG system of webinars and he/she reports directly to the TEASIG Coordinator. All tasks carried out by the Moderator should be done in coordination with the TEASIG Coordinator and any other TEASIG committee members.

The tasks below were set out to provide a systematic operation of the webinar and to ensure that TEASIG provides a professional and competent service to its members. The Moderator is thus responsible for overseeing this operation and addressing any problems with the TEASIG Coordinator.

There are various tasks that the Moderator should take charge of throughout the year to drive the webinar system and ensure that all necessary stakeholders are kept updated and informed as to what is happening. This also involves seeking advice and suggestions from stakeholders and using this to the benefit of TEASIG and the webinar project.

Specific tasks are as follows:

- Decide dates for the year (including rehearsal date ideally the day before)
- Approach speakers
- Approach organisations about potential speakers
- Arrange dates for webinars. This should be one every two months with a maximum of six per calendar year
- Confirm speaker(s)
- Book room with IATEFL Head Office (HO) for webinar and rehearsal
- Assist presenter with presentations and other help required
- Ensure cover slide is uploaded onto webinar room 3-4 weeks before webinar with photo of presenter if possible
- Ensure presentation is received and uploaded into webinar room well in advance of rehearsal date
- Ensure presentation is in fact suitable and any queries addressed in advance of the rehearsal date
- Ensure that everything works in the webinar room and that it is set up for the webinar
- Ensure publicity for webinar is sent out to members in consultation with the TEASIG Coordinator, via IATEFL HO
- Oversee the webinar operation from the rehearsal to the end of the webinar and any ancillary tasks after the webinar is complete

An ideal candidate for the position would have:

- Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
- Has a positive attitude, ability to be flexible, and strong interpersonal skills
- Has sufficiently good quality internet access for frequent access to email, Skype and Adobe Connect
- Experience of using digital technologies in an educational and / or commercial context.
- Experience in hosting or moderating webinars and / or being comfortable with web conferencing tools.