

Contents

1	PyDataKL Webinar Documentation	1
1.1	4 Weeks Prior	1
1.2	3 Weeks Prior	1
1.3	2 Weeks Prior	1
1.4	On the Week	1

1 PyDataKL Webinar Documentation

1.1 4 Weeks Prior

1. Who is our target audience and what will they be interested in learning more about?
2. What do us/speakers know about, a genuine expertise?
3. What kind of presentation should we stick to? Slides/Videos/Just video call?
4. What topic should be presented to engage audience for next meetup?

1.2 3 Weeks Prior

1. Create webinar landing page
2. Send out invitation and announcement on webinar
3. Decide on a webinar platform

1.3 2 Weeks Prior

1. Complete any slidedeck (if any)
2. Prepare post-webinar email series
3. Prepare reminder emails

1.4 On the Week

1. Rehearsal
2. Moderating
3. Post-mortem