







Guide: Planning Online Workshops

Checklist for before online workshops

Use the tick boxes to check your progress.

What?	Considerations and Suggestions	Done?
 Choose a platform	Does the platform have a time limit? Ideally the duration of a workshop should not be limited, but some platforms have limits - for example, the free version of Zoom has a 40-minute limit. An interesting option is to divide a longer meeting into 40-minute sessions with a break in between the sessions.	
	Can both the facilitator and the participants share their screens (and sound)?	
	Is there a chat function so you can send information in real time?	
	Is it possible to have a natural conversation with all participants at the same time? (It is important that everyone can say something.)	
	Can the facilitator and participants see each other (using webcams)?	
	Can the facilitator and participants hear each other (using audio)?	
 Organise your workshop	Schedule your online workshop on the selected platform. Set the date and specify the start and end time.	
	Generate a link for the planned online workshop, which will be a symbolic electronic "ticket" to the workshop.	
	Send the link to the participants or include the link in the workshop information published on the website/ social media platform 2-3 weeks before the date.	
 Prepare your participants for the online workshop	Ensure that all participants, who have agreed to attend the workshop, have the equipment necessary to participate (computer with internet access, webcam, and microphone).	
	Contact the participants, if possible (by phone, email, messenger etc.) and find out about their technical preparedness for the workshop – for example, do they know how to use the link to access the workshop?	
	Tell participants to test their microphone, camera and internet connection before the workshop.	
	Warn participants to be prepared to use their webcams to show themselves to the other participants during the workshop (sometimes participants may refuse).	
 Prepare yourself for the online workshop	Practise using the online platform. Ask colleagues to participate in a practise workshop so you can get to grips with the platform.	
	Consider asking a colleague to monitor the chat during the workshop so you can focus on delivering the workshop.	
	Think of a Plan B for each activity in case of technical problems.	
	Prepare multiple (paper and digital) copies of resources.	

This list is not exhaustive – you can add to it!





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Comparison of online platforms

For the facilitator..

	Zoom	Teams	Google Meet
Navigation through the features	Quite intuitive	Less intuitive	Intuitive
Integration of other team tools (File sharing, calendar linking etc.)	✓ In part (File sharing via the chat)	✓ For teams working with the Microsoft Office suite	✗ (Available on the paying option)
Screen sharing (With the possibility to select exactly what is shown)	✓	✓	✓
Breakout rooms (Send participants in sub-groups to separate rooms)	✓	✓	✗ (Available on the paying option)
Possibility to mute the microphone	✓	✓	✗
Possibility to do a poll at the meeting's end	✓	✗	✗

For the participant...

	Zoom	Teams	Google Meet
Navigation through the features	Quite intuitive	Less intuitive	Intuitive
Integration of other team tools (File sharing, calendar linking etc.)	✓ In part (File sharing via the chat)	✓ For teams working with the Microsoft Office suite	✗ (Available on the paying option)
Screen sharing (With the possibility to select exactly what is shown)	✓	✓	✓
Change their screen background	✓	✓	✗ (Available on the paying option)
Rename themselves	✓	✓	✗
Chat (conversation)	Disappears after having left the meeting	Accessible outside of the meeting	Accessible optionally
Translation in chat	✗	Automatic translation function	✓
Size of discussions in chat	Possibility to discuss with specific people	Discussions only with the whole group	✗
Gif images in chat	✗	Large selection of gif images	✗

