



**IN THE CLOUD**  
CREATING DIGITAL CITIZENS

## Workshop on Virtual Events and Streaming

16 & 17 January 2019, HTS JV, Meyer Street, Rietfontein, Pretoria

### Day 1 – 16 January 2019

09:00 – 09:10	Welcome & Introductions	Ina & Annamarie
09:10 – 10:00	Using the right tool for the right purpose: Overview of different online presentation, meeting and engagement tools	Ina
10:00 – 11:00	Planning an online meeting	Annamarie
11:00 – 11:30	Comfort Break	
11:30 – 13:00	Hosting an online meeting	Ina
13:00 – 13:30	Lunch	
13:30 – 14:00	Participating in an online meeting	Ina & Annamarie
14:00 – 14:30	What is a webinar?	Annamarie
14:30 – 17:00	Planning a webinar	Ina

### Day 2 – 17 January 2019

09:00 – 10:00	Presenting & Participating in a webinar	Annamarie
10:00 – 11:00	Creating a vidcast or podcast of the webinar	Ina
11:00 – 11:30	Comfort Break	
11:30 – 13:00	What is life streaming?	Ina
13:00 – 13:30	Lunch	
13:30 – 15:00	Planning a life streaming event	Annamarie
15:00 – 16:00	Life streaming the event	Annamarie
16:00 -	Recap & handing out of certificates	Ina & Annamarie