The Role of EALTA Webinar Coordinator

The Webinar Coordinator will be proposed by a member and approved by the Executive Committee.

The main responsibilities of the role are as follows:

1. To find suitable presenters to give webinars on themes requested by the EALTA membership. Requests are collected through an annual survey on webinar themes carried out by the webinar coordinator.

2. To promote EALTA webinars by posting the webinar flyer/information on the different lists used by the language testing community.

3. To use a suitable webinar software programme, such as *Teams* or *Zoom* which hosts up to 200 people during the webinar. Typically, the webinar coordinator will buy a webinar license each time a webinar is held and then receive reimbursement from the EALTA treasurer shortly afterwards.

4. To host the webinar, which means introducing the speaker and ensuring that they receive the written questions from participants during the webinar. The coordinator also needs to wrap up at the end and announce details of future webinars.

5. To send a recording of the webinar (made automatically through the software programme) to the EALTA Secretary, who will upload it onto the EALTA website afterwards.

25 May 2022