Protocol: Distribution of roles in the webinar

In the successful implementation of a webinar or online meeting, it is crucial to clearly define and assign roles. The most common roles include moderator, presenter/speaker, technical support, participant support person and, if necessary, organizer. Assigning roles is necessary because each team member has specific tasks: the moderator guides the session and maintains the dynamics, presenters deliver the content, technical support ensures the stable operation of the platform, while the participant support person monitors the chat and resolves audience questions. When roles are clearly assigned, the risk of technical difficulties is reduced, chaos in communication is prevented and the webinar has a professional feel. This allows each part of the process, from technical preparations until the presentation itself , continues unhindered and that participants feel involved and satisfied.

Defining the organizational team

The first step is to determine the basic roles required for a successful webinar. This includes a moderator, lecturers, technical support and, if necessary, additional people to support participants or communicate.

Appointment of moderator

The moderator is the key person who leads the entire course of the webinar. He opens the session, introduces the speakers, explains the rules, monitors the time and coordinates questions from the audience. The moderator must be well acquainted with the program and the technical capabilities of the platform.

Assignment of lecturers/speakers

Lecturers prepare and present the content. Their role is to provide relevant information, presentations and lead discussions. Each lecturer should have a clearly defined time and topic of presentation to prevent overlaps.

The role of technical support

Technical support ensures that the platform runs smoothly. It is responsible for testing audio, video, screen sharing, recording, and all interactive tools. It also assists participants in resolving technical difficulties during the session.

Support for participants

If the webinar is larger, an additional person can be assigned to monitor the chat, filter questions and transfer them to the moderator. She also communicates with participants in case of ambiguities or technical problems.

Agreement and communication

All team members should be familiar with their roles in advance and agree on a plan for cooperation. It is recommended to organize a short rehearsal so that everyone knows when and how to act.

Reserve roles

In case of technical or organizational difficulties, it is useful to have a backup person who can take on the role of moderator or technical support. This ensures the continuity of the webinar and reduces the risk of interruptions.