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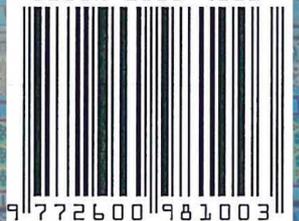
## Creating Happiness

IN WORK AND LIFE IN SOCIETY: A RELIGIOS PERSPECTIVE

Teknik Pengucapan

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# Organizing Webinars in UiTMCT Setting - General Checklist

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In March 2020, we were forced to live in a new norm due to the increasing number of Covid-19 cases in Malaysia. The outbreak has also affected tertiary education. The teaching and learning activities dynamically changed, with Online Distance Learning (ODL) rapidly diffused regardless of whether the service providers (lecturers) and customers (students) like it or not. Today, the ODL concept can be applied either in hybrid mode or mixed with hours in physical class.

To make sure we are not compromising the value added to the students, some courses require students to organize webinars that can be streamed live on platforms such as YouTube, Facebook, etc. The

students must perform planning, organizing, leading and controlling functions, so that the pre-event, during and post-event tasks can be executed excellently. Though hiccups can be everywhere, what vital is how students treat problems, identify and evaluate alternatives for corrective actions, make decisions and implement them.

Based on advising for more than 20 webinars organized by different group of students since year 2020 until 2023, we would like to translate the little explicit, implicit, and tacit experiences in a form of general checklist for future organizers' reference. The checklist is divided into three categories, which are pre-event, during and post-event.

## Pre-event

1. Set-up an inaugural meeting. Decides the top 5 from this inaugural meeting, which are the Project Leader, Assistant Project Leader, Secretary, Assistant Secretary, and Treasurer. Then, the Project Leader takes charge of the following meetings.
2. Decide on a catchy educative webinar title relevant to the course.
3. Identify tasks and activities to be performed.
  - Prepare a proposal – use Bahagian Hal Ehwal Akademik (BHEA)'s specific template; attach course syllabus, speaker's CV and proof of honorarium as mentioned by the speaker.
  - Contact speaker(s) – pay attention to your communication skills, ask for speaker's CV, discuss on honorarium via email/WhatsApp/Telegram, decide the preferred language to be used during the webinar.
  - Finalize tentative and complete class exemption form.
  - Prepare cue sheet – to ease monitoring of activity flows.

- E-Poster:
    1. Design the e-poster.
    2. Seek Unit Korporat's approval.
    3. Request to Unit Korporat to upload the e-poster and important information on UiTM Cawangan Terengganu website.
  - Launching gimmick or Montage – Best for short introduction to webinar and speaker(s)
  - E-cert (auto generated from Google Form attendance sheet):
    1. Design the e-cert.
    2. Seek project advisor's approval.
    3. Seek Unit Korporat's approval.
    4. Confirm signature on the e-cert.
    5. Embedded to Google Form attendance.
  - Invite guests or VIPs – pay attention to the format of invitation letter, cover email and do timely follow ups.
  - Prepare quiz (if any) - an activity that can be conducted before the webinar ends to enhance the engagement with the viewers or participants. Give attention to the medium of quiz used (Quizizz, Kahoot!, etc.) because some medium limit the number of participants that can join the quiz. Also, you need to plan a method of contacting the winners.
  - Script emcee – pay extra attention to salutation of VIP(s), collaborative universities/ industries etc.
  - Script moderator (if any) – must do some homework, able to react based on situation, example: so much ample time, need to drag the discussion but not overshadow the speakers.
- Booking studio and testing – testing the internet connection, devices and apps used for live streaming.
  - Rehearsal – it is a full-strength rehearsal with the advisor(s).
4. Identify the sub-committee needed and assigned manpower for each sub-committee. One sub-committee activity can be a predecessor to another sub-committee or vice versa. So, effective communication among the organizing committee is paramount.
- ## During event
1. Alert with time and the entries of speaker(s) and VIPs to the virtual room. It is good to welcome the arriving of speakers and VIPs to the virtual room.
  2. Always focus on speaker's speech and slides projected (if controlled by organizer) - make sure contents are synchronized perfectly.
  3. Timely engagement with viewers or participants – uses chat box to greet, notify, etc.
  4. Screening and extracting questions from chat box. Find the best way to share the questions with the moderator.
- ## Post-event
1. Report to HEA using a template provided by the HEA
  2. Perform the post-mortem. Each sub-committee must be given chances to convey ideas, summary, and constructive criticism during the post-mortem.
- This is just a general checklist. Should the organizer intend to organize a collaborative program with universities outside of Malaysia, please contact Liaison Officer, UiTM Global, Department of International Affairs, UiTM Cawangan Terengganu, since additional tasks are required.



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