

Organizing a webinar about preprints in 10 weeks

Are you an early-career researcher eager to foster discussions about scientific publishing at your institution, but don't know where to start? The ten points below are a roadmap that we have prepared based on our experience organizing the webinar 'The past, the present and the future of preprints' as part of the ASAPbio Fellows program. We hope this will help you break any indecisions and start getting actively involved!

10

weeks ahead

Organizers, goal and workbook

- Find one or more **co-organizers** interested in the webinar and agree with them on a day and time to organize a recurrent 15-30min weekly progress-report.
- Decide on the **main theme** of the webinar and the message you would like to communicate to the audience.
- Create an online webinar **workbook** (editable by all the organizers) as a space for brainstorming ideas and taking notes on the organization progress (e.g. To-Dos, useful information and links).

9

weeks ahead

Webinar week and structure

- Identify the **week** when the webinar will be held. You may want to check if there are specific activities already taking place around your dates of interest that the event could be tied to (e.g. workshops at your institution or Open Access Week).
- Decide on the **duration and the structure** of the webinar. Make sure that the format and structure align with your goals for the event. Select and familiarize yourself with the online platform that best suits the structure you have in mind.

8

weeks
ahead**Putative panelists**

- Identify a tentative list of panelists (3-6) that will suit the chosen main theme. Be mindful of the **diversity of the panelists** (gender, ethnicity, seniority and role). We suggest identifying panelists with proven experience with preprints who are proactive in discussing science policies. Feel free to reach out to ASAPbio for suggestions. Make a longer list than needed in case candidates decline the invitation.

6

weeks
ahead**Send the invitations to the panelists**

- Write personally to each individual candidate to **invite** them to serve as a panelist for the webinar. Include a short description of the main theme and structure of the webinar. Maintain a real-time record of which panelists have agreed and which have not on the workbook.
- Once you have a complete panel of agreed panelists, circulate a poll among them to identify the optimal **weekday and time** for the event.

4

weeks
ahead**Consolidate the webinar**

- Finalize the **title** of the webinar, and decide who is going to serve as a **chair(s)**.
- Consolidate the **structure** of the webinar, taking into consideration the role of the panelists who have accepted the invitation.

3

weeks
ahead**Advertise**

- Prepare a small description of the webinar to be included in a **registration form**.
- **Disseminate** the description on social media and through institutional channels. Tag the panelists in any promotion so that they can also help spread the word. You can create a hashtag for the event to include while advertising the webinar.
- If you have partners for the event, ask them to distribute through their channels.

1

week
ahead**Prep-call**

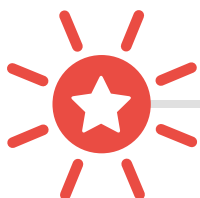
- Invite the panelists to participate in a **prep-call**. This will serve to introduce them to each other, explain the details about the webinar to the panelists and allow them to ask questions.
- Make sure there is no significant overlap among panelists' presentations. If so, redistribute the topics accordingly among them.
- Check that the **platform tools** you will use on the day (audio, camera, screen sharing) are working as expected for every participant, using the prep-call to troubleshoot as needed.



A few days
ahead

Questions

- Prepare a **list of questions** to stimulate discussion in a roundtable with the panelists. Consider general topics as well as specific questions to direct to the different panelists depending on their role and experience.
- Agree to assign a person other than the chair(s) who will help field audience questions and/or cater to tech issues while the webinar is running. Consider designating a representative to comment live on social media if you want to gain attention from a broader scientific community.



WEBINAR DAY!

- Ask the panelists and the chair(s) to connect 15 minutes in advance of the webinar to check for technical details (audio, video, presentations) and to be sure that the webinar settings are in place.
- Create a private chat with the organizers to exchange quick feedback and keep track of the seminar flow according to the decided structure.

After the webinar - share takeaways

- Send a brief **thank-you** note to the panelists for their contribution.
- You could consider **sharing a summary** of the event by writing a blog post, or making the webinar recording public.
- Don't forget to **pat yourselves on the back!**

Good luck!