How to host a Nordic Global Health Talk

When it is your turn to host a Nordic Global Health Talk webinar we recommend the following steps:

Preparation and PR:
- Make sure that you have announced the speaker and the topic description at least one month prior to your webinar on our website. This will enable the previous university to remind the audience about the next speaker, topic and date.

- Please use our logo and visual identity. Morten will share updated logos when they are done.

- Make an invitation PDF (Morten will share the template) and circulate it to the members in the network, reminding them to share with colleagues, collaborators etc.

- Send picture of speaker to Morten (to be used on the Facebook event cover picture).

- Reach out to communication colleagues at your university and ask them to help promote the event on social media and other communication channels.

- Share the contact information of the speaker with Morten (to be used to make speaker co-host in the Zoom webinar)

During the webinar:
- Morten is the technical host of all webinars, unless you have requested to be the host beforehand.

- Practice session will open 15 minutes before a webinar starts so speaker(s) can discuss last minute details.

- The speaker will share slides, and the first slide will be a generic Nordic Global Health Talks slide provided by Morten.

- Broadcasting starts at 9.59 am CET and the webinar is recorded, unless your speaker has objections to this.

- We propose the following programme for each webinar:

  o 3 minutes: Welcome to your university and short talk by university global health network coordinator, Head of global health section or similar capacity at host university, followed by a short introduction to the speaker. Introduce the concept of Nordic Global Health Talks by a few sentences.
  o 25 minutes: Preferably the speaker presentation should be kept under 25 minutes, allowing more time for questions from the audience. Since there are no live questions, we recommend that questions are kept until the end.
  o 15 minutes Q&A: The audience can send in questions via the Q&A function. The chat function is open for technical questions and social interaction but we recommend that questions come in via the Q&A function.

  The host will be responsible for time-keeping (Morten will help), the introduction, addressing the questions (together with the speaker) and a final short round off/thank you for joining/see you next month.