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| Title of your webinar |  |
| Summary of the topic |  |
| What are your learning objectives?  What do you want to achieve by the end of the webinar with your participants? |  |
| Structure of your webinar (methodology - process) |  |
| Presentation and other resources that you will use  throughout the webinar |  |
| Timing of the webinar |  |
| Resource persons (Facilitator, presenter, …) |  |
| Additional notes and tips about the webinar |  |