

100th Webinar Planning Worksheet

Preparation for “100 Ideas to Make Your Journalism Better”

HAPPY 100TH WEBINAR!

Thank you for participating in this event. Now it's time to prepare. There are three important items below to complete.

Come up with 5 - 10 ideas from your topic

It doesn't have to be new material. It could be a piece of one of your seminar sessions, or lessons from a previous Webinar.

Write a one sentence explanation to each idea

- » This content is going into the PPT. Each idea will have its own slide in the overall presentation. Below is an example image of what the slides will look like.
- » Feel free to add more detail to your idea like what's the value to the idea and how can it help journalists.
- » If you want to add an image or graphic to your idea, label the file with the name of the idea it attaches to. No videos please.

Send your ideas a to [Jennifer jdroners@poynter.org](mailto:jdroners@poynter.org)

The deadline for all your ideas and images is Friday, Jan. 21.

You can cut and paste your content in an e-mail, attach it in a Word doc., or send a section of an existing PPT or PDF file.

The event will be similar to the usual inhouse Webinars, but modified to accommodate all the speakers. If you have any questions about the live event, contact Howard or Jennifer.

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Name of Your Idea

Explain/define your idea in one sentence

- “Why is this important to me?”
- “How will this help me as a journalist?”
- “How does it work?”



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