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FELA Webinar Series – Presenter Handbook

Thank you for your interest in contributing to the **FELA Webinar Series**.

The Federation of European Literacy Associations (FELA) brings together literacy organisations from across Europe with the shared goal of promoting literacy through research, collaboration and educational practice.

The FELA Webinar Series aims to create a platform where researchers, teacher educators and practitioners can exchange ideas, share inspiring work and learn from one another across national borders.

As a presenter, you play a key role in building this European community. We sincerely appreciate your willingness to share your expertise and experiences with colleagues from across Europe.

This handbook provides guidance for planning and delivering your webinar. It outlines the shared principles of the webinar series while leaving ample room for your own expertise, perspectives and presentation style.

We look forward to working with you and thank you for contributing to literacy education across Europe.

About the FELA Webinar Series

The FELA Webinar Series is built on the belief that high-quality professional learning connects **research, educational practice and international exchange**.

Each webinar should therefore be:

- **Research-informed** – presenting current research, theoretical perspectives or evidence-informed approaches.
- **Practice-oriented** – offering concrete ideas, strategies or materials that participants can adapt to their own educational contexts.
- **Interactive** – actively engaging participants through discussion, collaborative activities or reflective tasks.
- **International** – addressing an audience from different countries, educational systems and professional backgrounds.
- **Inclusive** – recognising the diversity of learners, languages and educational contexts across Europe.

Rather than presenting research and practice as separate domains, the webinar series seeks to build meaningful connections between them. Participants should leave each webinar with a deeper understanding of the topic as well as practical ideas that they can apply in their own work.



The FELA Webinar Concept

The FELA Webinar Series is based on a shared educational concept that connects research with professional practice.

Each webinar should ideally include:

- a research-informed presentation,
- interactive elements (e.g. discussion, workshop activities or participant exchange),
- and a "**From Research to Practice**" section that provides concrete ideas, examples or materials participants can apply in their own educational contexts.

Three webinar formats are available:

- **30 minutes**
- **45 minutes**
- **60 minutes**

While presenters are encouraged to bring their own expertise and presentation style, we invite all webinars to follow a **common structure** that supports active learning and meaningful exchange. The recommended webinar structure consists of four complementary elements:

1. Research-Informed Input

Each webinar should begin by introducing the topic from a research-informed perspective. This may include current research findings, theoretical frameworks, evidence-informed approaches or examples from ongoing projects.

The aim is not to provide an exhaustive literature review, but to offer participants a solid foundation for understanding the topic and its relevance.

2. Interactive Learning

Participants should have opportunities to actively engage with the topic rather than only listening to a presentation. Interaction may include discussions, breakout sessions, collaborative tasks, polls, reflection activities or the analysis of practical examples.

The choice of interactive methods is entirely up to the presenter and should suit both the topic and the webinar format.

3. From Research to Practice

A defining feature of the FELA Webinar Series is the explicit connection between research and educational practice.

Each webinar should include a dedicated section that demonstrates how research findings can inform teaching, learning or professional practice. This may involve classroom examples, teaching materials, case studies, practical strategies or recommendations that participants can adapt to their own educational settings.

Participants should leave the webinar with concrete ideas that they can transfer to their own work.

4. Key Takeaways

The webinar should conclude by highlighting the most important messages and inviting participants to reflect on how these ideas relate to their own professional context.

Whenever appropriate, presenters are encouraged to recommend further reading or additional resources for participants who wish to explore the topic in greater depth.

Flexibility within a Shared Framework

The recommended structure is intended to create a coherent identity for the FELA Webinar Series while allowing presenters considerable flexibility. Different topics, audiences and presentation styles naturally require different approaches.

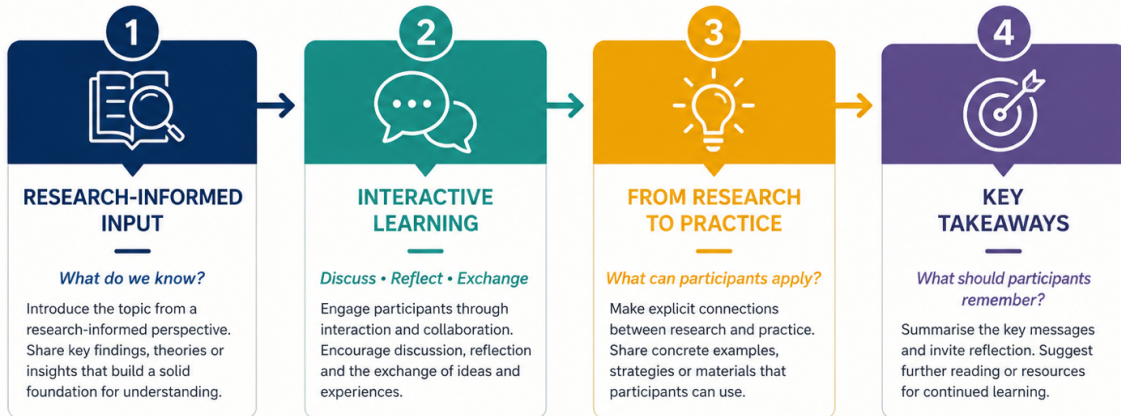
Rather than following a fixed script, presenters are encouraged to use these four elements as guiding principles to design engaging, research-informed and practice-oriented learning experiences for an international audience.

The FELA Webinar Framework

A shared structure – flexible implementation

Each FELA webinar follows a shared framework that connects research with practice and encourages active participation.

Presenters are free to shape and adapt each element to suit their topic, audience and style.



A shared structure. Diverse voices.

This framework creates a common identity for the FELA Webinar Series while leaving full flexibility for creativity and expertise.

Please note that all FELA webinars will be **recorded** and made available to the wider literacy community through FELA's communication channels (e.g. the FELA website and/or FELA's YouTube/vimeo/... channel). By submitting a proposal, you acknowledge this intention. A separate confirmation of your agreement will be requested at the end of this form.

Please use this form to tell us about the webinar(s) you would be interested in offering. **You are very welcome to submit more than one proposal** if you have expertise in different areas.

The information collected through this form will help us plan the webinar programme. After reviewing your submission, we will get in touch with you to discuss your proposal and suitable dates.