AFRICA EVIDENCE NETWORK

Africa Evidence Week 2026

Evidence that Moves Africa: Turning African Decisions into African Impact

30th November - 4th December 2026

PRE-RECORDED WEBINAR GUIDE

Hosting a Pre-recorded Webinar

A pre-recorded webinar is an online event you record ahead of time, built around a clear agenda and objective. During Africa Evidence Week 2026, the AEN publishes it on its platforms so audiences in every time zone can watch it during the Week and afterwards.

Webinars bring diverse views and voices to the decisions being made in Africa. We welcome webinars on any facet of the evidence ecosystem, especially those showcasing Africa's expertise, innovation and decision-makers' efforts in evidence-informed decision-making (EIDM).

What you organise

- **A topic** linked to at least one of the five AfEW 2026 thematic pillars.
- **Speakers** and a moderator.
- **The recording,** edited and ready to publish.
- **Promotion** through your own networks. The AEN also promotes every listed webinar as part of the Week.

What your webinar will need

- **Title and description:** a clear title and a description of no more than 250 words, which we use to promote the webinar.
- **Programme:** the agenda, with timings and speakers.
- **Speakers:** name, role, organisation and email address of every speaker and the moderator.
- **Duration:** 60 to 90 minutes.
- **Language:** French or English.
- **Recording:** MP4, horizontal (16:9), 720p minimum (1080p recommended), with clear sound.
- **Social media handles** for all organisations and speakers, where possible.
- **Images:** links to any images you have permission to share for promotion.
- **Permissions:** consent from every speaker to be recorded and published.

How to submit

1. Plan and record your webinar, checking it against the list above.
2. Prepare the description, programme and speakers' details.
3. Submit your webinar through our **online submission** process by **Sunday 22 November 2026**.