Accreditation Council for Continuing Medical Education
learn well

Best Practices for Planning and Leading Virtual Meetings - Tips for Faculty

Guidance for Faculty Using Webinars

1. Audio/Video/Connection:
   - ✓ Circulate meeting guidelines if possible
   - ✓ Join by computer even if just participating with audio
   - ✓ a hard-wired connection, if possible
   - ✓ Instruct participants NOT to join by BOTH video and phone
   - ✓ Encourage headsets
   - ✓ Mute when not speaking
2. On the webinar:
   - ✓ Use video
   - ✓ Use signals to facilitate discussion
   - ✓ Use the chat function
   - ✓ Use polling functions or services to facilitate interactivity
   - ✓ Consider using the pointer or pen / highlighter
   - ✓ Have more than one "host" to ensure a back-up in case of connectivity issues

Guidance for Effective Webinar Teaching

- ✓ Choose a title that includes the problem
- ✓ Start with a case
- ✓ Include at least one decision point for participants to consider
- ✓ Limit didactic time & expand discussion time / Q&A
- ✓ Ask participants to type in what they learned in the comment box

Sample Webinar Introduction

Hello! Welcome to the [**TITLE**] Webinar. My name is [**NAME**]. Joining me on the call today is [**NAMES OF OTHER FACULTY**]. [**NAME**] is moderating the call today and will field your questions and comments submitted through the [**GoToWebinar, Zoom, Other**] control panel.

To participate in the call today, please remember to enter your Audio Pin, listed in the top section of your [**WEBINAR TECHNOLOGY**] control panel. There are several ways to engage in the webinar today. You can submit questions to the question box, you can raise your hand and staff will call on you, or you can join in discussion when your lines are unmuted. When all lines are unmuted, we ask that you please take care to mute your own line to avoid any background noise. You can find the agenda and slides for today's call as well other materials in the Handouts section of the [**WEBINAR TECHNOLOGY**] control panel.