CONTINUING EDUCATION IN ACTION

Guidance for Faculty Using Webinars

Audio/Video/Connection:

- Circulate meeting guidelines if possible
- Join by computer even if just participating with audio
- Use a hard-wired connection, if possible
- Instruct participants NOT to join by BOTH video and phone
- Encourage headsets
- Mute when not speaking

On the webinar:

- Use video
- Use predetermined signals to facilitate discussion
- Use the chat function
- Consider using the pointer or pen / highlighter
- Have more than one "host" to ensure a back-up in case of connectivity issues
CONTINUING EDUCATION IN ACTION

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