

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