



## Suggested Guidance for Planning a Successful Communication Strategy for Virtual Education Planners, Moderators and Learners

### Questions for conference planning committee:

- Video/audio on/off learners and speakers
- Polls
- Breakouts (planned sessions: can they select a different vs putting people in breakouts to discuss)
- Do they speaker to advance their own slides and/or share screens?
- Networking among learners

### Email Communication

#### Registration Confirmation Email:

- Auto generated coming from enrollments tab
- Links will be sent closer to the conference.
- Use the attached link to add the conference dates to your calendar

#### 3 Days before conference:

- Materials including Disclosures and Credit Calculator
- Web conference Links

#### 1 Day before reminder

- Conference is tomorrow
- Web Conference Links

#### Day of conference reminder:

- Evaluation instructions
- Webinar link(s)
- Materials (reminder)
- Instructions for navigating the webinar system

### Guidance for Moderators to Share with Learners:

- How to submit questions
- How to use chat
- Warn participants when sessions will be recorded?
- Communicating with panel
- Communicating with individual participants (make sure activity is set up appropriately)

### Preparing Moderators and Faculty

- Have practice sessions with all presenters to allow them to test the technology.
- Early session MCs/moderators initial meeting of general plan for the conference.
- Then meet with all of the speakers to test the technology: required meeting.
- Final review meeting with the MC/moderator course director
- What's happening next document for all "panelist." To share with the moderators.

**Other Suggestions**

If they are paying honoraria is based meeting deadlines and participating in the practice sessions.