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Office of Continuing Professional Development & Implementation Science



***Harnessing Effective
Education & Training***

***We Will Conquer the
Challenges of a
Changing World***

Partners CPD COVID-19 Response

Partners CPD is here to support your educational needs during this difficult time. We will be sending you tips and information to help you adjust to the challenges being presented by the COVID-19 pandemic. Please see below:

Best Practices for Creating a Virtual Meeting for Planners

1. Choose a webinar/virtual platform that can accommodate your group size and helps you meet your educational goals.

✓ Will you use video? Will you have small groups or breakouts? Do you need polling features?

2. If it's a new platform to you, explore its features using the company's tutorials.

✓ Many platforms may offer interactive training webinars, where you can address any questions or concerns you may have in real time.

3. Test in advance

✓ Test any aspect of the technology that you plan to use, such as:

- Video
- Sound
- Recording
- Polling Features

4. Connecting remote faculty, recording, using webcams, etc.

✓ Send guidance to your faculty or facilitate the startup for them.

✓ Plan a briefing before the session to confirm all faculty can connect and review your plan for the meeting.

5. Identify a “Meeting Leader”

✓ The Meeting Leader should help to facilitate questions and make sure that your meeting stays on topic and on time.

6. Avoid Background Noise

✓ You can mute attendees or encourage them to mute themselves to ensure that learners and faculty have clear lines of audio communication during the meeting.

7. Stay on Schedule

✓ This will ensure that you cover your full agenda, while remaining respectful of everyone’s time.

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Partners HealthCare Office of Continuing Professional Development 399 Revolution Drive STE 1245 Somerville, Massachusetts 02145 United States