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Best Practices for Managing Webinars

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Poll

- **How many webinars have you participated on?**
 - This is my first!
 - 2-10
 - 10++



Poll 2

- **Have you ever managed a webinar?**
 - Yes
 - No, but I have presented during a webinar
 - No

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Webinars: Overview

- **Cost Effective**





There are MANY Webinar Service Providers

- **Adobe Connect:**
<http://www.adobe.com/products/adobeconnect.html>
- **GoToMeeting:**
<http://www.gotomeeting.com/online/webinar>
- **ReadyTalk:** <http://www.readytalk.com/webinars>
- **WebEx:** <http://www.webex.com/webinars/>





Webinars: Overview (2)

- **Shorter is often better!**
- **Should be as interactive as possible:**
 - Webcams
 - Polling Questions
 - Good use of images, limited text slides
 - Q & A or Chat





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IN THE WORLD

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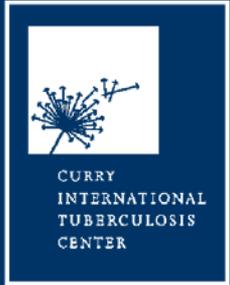




Webinars: Overview (3)

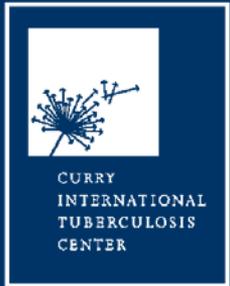
- **Plan Ahead!**
 - Content
 - Logistics
 - Presenters





Plan Ahead: Content

- **PowerPoints with limited text**
 - Not too many animations
 - Shrink image size in files with graphics
- **Handouts**
- **White Board/Group Work**
- **Always upload content early and do a quality check**



Plan Ahead: Logistics

- **Marketing and Registration**
 - Ensure participants receive technical information early
- **Create and test the webinar access information**
- **Assign key roles, who will handle:**
 - Tech support
 - Moderation
 - Presenting
 - Chat/Q & A



Plan Ahead: Presenters

- Always have a “dress rehearsal” with presenters



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During the Webinar

- **May control when participants can enter**
- **Keep an eye out for technical issues**
- **Time management**



Record and Evaluate!

- **Important to evaluate any training activity**
 - Pre/Post Test within webinar
 - Online evaluation
- **Easy to record**
 - Can post online



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<https://sntc.medicine.ufl.edu/rtmccproducts.aspx>

The screenshot shows a web browser window with the URL <https://sntc.medicine.ufl.edu/rtmccproducts.aspx>. The page title is "Regional Training and Medical Consultation Centers' TB Training and Education Products".

The page contains the following text:

The following educational materials were developed by the CDC-funded TB Regional Training and Medical Consultation Centers (RTMCCs). These resources include print, video, DVD/CD-based tools, and recorded webinars. You may click on any of the product titles to access a download or the ability to order product. For additional information on any of the products, please contact the producing RTMCC by clicking on their logo located on the right side of this screen.

For more information on the RTMCCs, please visit www.cdc.gov/tb/rtmcc.htm or click on the specific RTMCC icon located on the right side of this page.

To view additional information or to order the products listed below, please contact the producing RTMCC.

For additional TB training and education materials, please visit the CDC Division of Tuberculosis Elimination website at www.cdc.gov/tb and the TB Education and Training Resources Website at www.findtresources.org

231 products returned

Number Of Items Per Page: Search:

Show images: Center: Webinars

Product	Description	Year	Produced By	Image
TB Morbidity & Mortality Review: TB on the Stormy Seas	This case-based discussion lead by TB experts provides a unique opportunity to learn about the medical management of tuberculosis. The presented cases represent those that are most complex and challenging from within the Southeastern United States. Through web-based technology, Healthcare professionals region-wide can now join the SNTC experts in medical management discussions.	2014	Southeastern National Tuberculosis Center	
Therapeutic Drug Monitoring: Nuts and Bolts	Despite the existence of effective TB chemotherapy	2014	Southeastern National Tuberculosis Center	

Logos on the right side of the page include: Southeastern National Tuberculosis Center, Curry International Tuberculosis Center, Heart Land National TB Center (The University of Texas Health Center at Tyler), Mayo Clinic, and Rutgers Global Tuberculosis Institute (New Jersey Medical School).