ASHI Science and Technology Initiatives Committee
Webinar Protocol and Guide for Facilitators

Preparation phase:
- Contact [ASHI Headquarters](#) with your idea for a webinar as it applies to the topic of the webinar.
- After discussion, provide the following information to the involved ASHI committee:
    - Webinar title
    - Webinar date (ASHI staff can help identify an available slot on the ASHI calendar)
    - A paragraph or two about the webinar that can be used to promote the webinar
    - Speaker(s) names and credentials
    - Moderator(s) names and credentials
    - Three learning objectives if CE credits will be claimed
    - Target audience, if applicable
- The organizing ASHI committee will send the information above to the ASHI staff to set the date and promote the webinar.
- If CE credits are to be offered, the organizing committee will contact ACHI to complete the application. Once approved, the organizing committee will forward the approval to ASHI Staff.
- Complete the slides or any other material to be presented in the webinar.
- The ASHI Staff will draft the announcement and circulate it to the ASHI community and other sister societies if applicable, *at least 15 days before the webinar date.*
- A rehearsal meeting is scheduled with all the speakers, panelists and/or facilitator, *at least 2-3 days prior to the webinar date.*

Rehearsal meeting:
- Ideally, the slides should be completed prior to the rehearsal meeting.
- During the rehearsal meeting, the ASHI staff member will walk everyone through the GoToMeeting protocol and agenda of events that will happen during the webinar.
- All of the technical details are tested, including screen sharing and audio and video capabilities for each speaker.
- Any other details on the content of the slides can be discussed in the rehearsal meeting.
- The role of the facilitator and the program notes slides will be discussed.

Webinar event:
- On the date of the webinar, all organizers, speakers, moderators, and panelists will join the call *10 minutes prior to broadcast time.*
- A final run through of the steps will be performed followed by sharing the screens, verifying who will advance the slides and who will handle the Q&A.
- Go live promptly at the designated start time!

Post-webinar Evaluation:
- ASHI staff will push out requests for evaluations after each webinar.

- o This data will be used to assess audience response to these offerings, and may guide whether the webinar will be posted to ASHI-U.
- o The same questions should be asked after each webinar to allow for head-to-head comparison.
- Feedback will be shared with the presenters once collected.
- STIC and Education will use the assessments to identify areas for future webinar development and those of lesser interest to the ASHI community that should not be the subject of additional talks.
- If presenters are open to it, email responses to unaddressed questions during the webinar can be circulated with the recording and post-webinar assessment.

Finally, ASHI staff will send attendance certificates to those who complete the post-webinar survey.