GUIDELINES

Webinar Guidelines

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FOR RARE, LOW PREVALENCE AND COMPLEX DISEASES

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INTRODUCTION

In February 2020 EpiCARE ERN launched a series of educational webinars presented by experts in their field. The webinars are free to join from anywhere in the World and aimed at clinicians and researchers working in the field of rare and complex epilepsies but can be attended by anyone. Thank you for agreeing to present one of these webinars. Please find in these guidelines the details of what is required and the process in which these are conducted. Interaction between the speakers and respect of time for Q&A are essential.

The live sessions always take place the 2nd and 4th Thursday of each month at 5pm CET.

Please do not hesitate to contact the organiser of these webinars, Nicola Openshaw-Lawrence (n-openshaw.lawrence@epi-care.eu), should you have any queries or need any assistance.

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Basic Information (requirements):

Two weeks in advance of the date scheduled we must receive:

- Title of the topic treated
- Webinar Summary (a very short paragraph to be provided one week in advance at the latest) - Speaker Biographies (Max.1 short paragraph per person)
- Speaker photographs
- Provide and image (with the right to use) for the advertising of the webinar

- Webinars should be not more than 45 minutes long, with a 15-minute Q&A to follow
- If using patient images and videos, consent **must** be obtained or identity masked (this is under the responsibility of the speakers and they are liable for the use of the images and videos they display)
- To engage the audience when two speakers are involved a certain degree of interaction between them is recommended
- A pre- and post-webinar quiz will be performed involving 2-3 multiple choice educational questions, provided by the speakers. These must be with Nicola a minimum of 4 days before the webinar

Pre-recording

- We strongly recommend pre-recording the webinar; however, the Q&A will always remain live
- Any platform can be used for this and Nicola can organize
- In all cases pre-recording needs to be completed and available within 72 hours of the webinar
- Webcam must be on at all times but not obstructing slides
- You will still be required to be present for the entire webinar at the scheduled time

If conducting the webinar live

- A practice session must be held with Nicola a minimum of 72 hours prior to the webinar
- A strong internet connection is required, cabled internet may be of use

Day of the webinar

- Save the presenter login details that will be sent to you on the morning of the webinar. Those cannot be shared with members of your team
- Login to the platform 10-15 minutes before the start of the webinar with your personal allocated login

Process of the webinar -

Nicola: Housekeeping

- Chair: Welcome and introductions
- Pre-webinar Quiz (3 minutes)
- Presentation: Recording shown or live presentation

- Live Q&A: With chair
- Post-webinar Quiz (3 minutes)
- Close

Post Webinar

- PDF of presentation to Nicola within 24 hours
- Q&A report (if all questions not answered on the day) sent to speakers
- Respond to any unanswered questions in writing and return to Nicola to be posted on the website

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