

Preparation Info for your Zoom Webinar

CPE Credits: Once you have finalized your agenda, please forward it to Lew Bivona at lewcpa@gmail.com for CPE credits.

Speaker bios: Speaker bios should be forwarded to Laura Hess at NJHFMA@aol.com as they need to be kept on file as per CPE requirements.

Presentations: Speaker presentations should be forwarded to Laura 2 days prior to the event. They will be distributed in PDF format to the participants the day before your session. **During the presentation each speaker will share their own screen and page through the presentation at their own speed.** Trust me...best way to go!

Polling Questions: You will need 4 polling questions for **each hour** of your session. You can ask your speakers to submit them or you can do “fun” questions, or a mixture of both. Make them simple, such as true/false, yes/no, or simple multiple choice. They are basically needed to prove that your audience was engaged and paying attention. CPE and CLE credits will only be sent to participants the answer at least 3 polling every hour. Send these to Laura no less than 1 week in advance of your session.

It is also a good idea to have your speakers choose when the polling questions should be launched. They should just be as evenly spaced as possible, while also happening at good breaks during the presentations. The speakers can include slides in their presentation at the chosen points. They can just simply say “Polling Question #1” etc., or just “Polling Question”. Inserting the slides ensures that everyone is on the same page, and that polling questions are not skipped.

As far as the actual launching of the questions, Laura is happy to help with this or if you prefer you may choose someone from your committee. Polling questions should be kept up for 90 seconds which is plenty of time. Once the poll is announced and launched, we do not need to wait the 90 seconds for the people to answer. After this period, you can share the poll results and then close it. The presenter can go ahead and the poll will remain on the screen for people to answer until the host ends it. As an alternative, you may choose to answer Q&A Questions during the polling times. It effectively fills the awkward silences and makes the event more personal and interactive. Up to the committee, just don't leave the awkward silences.

Committee Involvement/Panelists: Select who on your committee will be speaking, i.e. starting off the session, introducing speakers, monitoring the Q&A and launching polling, if chosen. Submit those names and email addresses to Laura, along with those of the speakers to Laura not less than one week prior but the sooner the better. These individuals do not need to register for the session. Laura will enter them as panelists and will generate an email to each one that they should use to access the session on the day of. **DO NOT** share your panelist invite as they are panelist specific.

Here is a sample of the opening session announcements:

Hello and welcome to today's webinar ("Program Title.") This webinar is the NJ HFMA (Committee Name)'s annual education event, being held in place of the normal full day in person conference.

For today's session, all participants will be muted. If you wish to ask a question, please utilize the Q&A function. Questions will be addressed at the end of the session. (You may also opt to answer some Q&A questions during the polling question pauses. It effectively fills the awkward silences and makes the event more personal and interactive)

*(# of) CPE credits and (# of) CLEs will be offered for this session. In order for you to receive the credit you will need to answer 3 out of 4 polling questions **every hour** which will appear throughout the session. If you do not answer at least 3 questions an hour we will be unable to award you a certificate. CPE Certificates will be emailed within 2 days of the session, along with instruction on how to obtain your CLEs.*

At the end of today's event you will see a link to our brief evaluation pop up. Please look for that and share your responses. It will be very brief – we promise! We really appreciate your feedback!

Our speakers today (insert what you want to say about them)

Please joining me in welcoming (first speaker).

The Day of: On the day of the event all panelist and speakers should log on at least 20 minutes prior to the scheduled start of the session to review the plan and tie up any loose ends. This is called a Practice Session. At the end of the Practice Session, at launch time, the event "Host" (Laura or chosen committee person) will hit a button to go live. All participants logged on at that point will be rolled into the live event.