

## Webinar

1. Choose topic. This is to be decided upon during your first week of rotation
2. Develop objectives. To be submitted to Stephanie Romano/Matt Davis no later than 2.5 weeks prior to webinar presentation
3. Develop webinar.
  - a. Please send draft to Matt no later than 2 weeks prior to presentation.
  - b. Presentation to be developed on SWORBHP template.
  - c. To avoid formatting issues, please develop on pc if possible. If using mac, please develop on power point as keynote has multiple formatting issues when exported that will make your editing process tedious.
4. Submit final draft to Stephanie/Matt 1 week prior to webinar
5. Develop multiple choice poll questions for webinar and determine at what point questions need to be inserted into webinar. Please develop these questions on a word document as they will not be included in the powerpoint presentation
  - a. Minimum of 4 questions
  - b. No more than 4 mc answers per question
  - c. Avoid all of the above, none of the above, a and c types of answers
6. Send poll questions to Stephanie no later than 5 days prior to webinar and instructions on what slide to place them after
7. Please arrive 30 minutes prior to start of webinar.