

GGPET Webinar presenter guidelines

Thank you for supporting GP education in Gloucestershire by agreeing to present at one of our online learning sessions. Presenting at virtual meetings is new to many of us. Based on our experience (both good and bad!) we have put together these suggestions to try and ensure your session runs as smoothly as possible.

Before the meeting:

- The GGPET team will send out the invite for the online webinar on your behalf before the meeting. **Our default platform for delivering sessions is Zoom. We will set up the meeting and send you the joining details.**
- If you wish to use a different platform please discuss this with your GGPET facilitator . If you plan to use MS teams please note you will need to be using a work computer/ laptop to ensure that you have access to your nhs outlook calendar. Signing into the meeting from the outlook calendar gives you the necessary “presenter” functions. If you are signed in as a “guest” the functionality of the platform is extremely limited (hence if leading a session from home it is preferable to use Zoom Pro)
- Most presenters choose to present from home providing there are no distractions/ noises. We have access to the IT facilities in the lecture hall at Sandford Education Centre, Cheltenham if you would prefer to present your session from there.
- Please ensure that your slides and any supporting documents are with the GGPET host **no later than 1 week** before the presentation. This is key so that the GGPET facilitator can upload the slides onto the online platform on your behalf in case there are any IT issues on the night – we have experienced this issue.

If the file is too big to send as one presentation you could try

- Sending the presentation broken down into clearly numbered sections over multiple emails which the host can then re-link together
- upload it onto Microsoft one drive (or similar) and send a hyperlink to your GGPET facilitator . Please be aware that we will not all have access to the apple icloud to access apple hyperlinks.
- arranging a meet-up to share a memory stick
- present from the Sandford education centre with your GGPET facilitator

If we do not have your slides in advance we may need to postpone the meeting.

- The meeting, including the slides, will be recorded for our website so please ensure that you are happy for the presentation material to be shared online with our GGPET members. For some presenters this means adapting the slides used.
- Try to use **polling** for questions during the meeting to invite audience interaction- please liaise with your GGPET facilitator who can help set this up for you. Please clearly indicate where in the presentation you wish to have the poll's, what the questions are and what answer options you wish to have.
- Please allow time for **audience interaction and questions**. We are using the chat function to allow for audience interaction. Placing pause/poll/question labelled slides can help improve interaction. The GGPET host will monitor the chat box and pose questions on behalf of the audience. They can do this as you go along or save questions for the end. It works well if you build in natural pauses in the session for questions.
- Ensure that you have a **fast and reliable internet connection** especially if you are hoping to share pictures and video. If you are worried about your internet connection we can arrange to meet and present from the Sandford Education Centre
- Ensure that you have a **quiet environment** to present from. **If you think this could be a problem** we can arrange to meet you and present from the Sandford Education Centre.

- Please use a **headset-microphone or external microphone rather than using the computer speakers for sound** if you have them as this significantly improves sound quality.
- If you wish to have a '**dummy run**' of the technology and slides before the evening of your presentation your GGPET facilitator will be happy to arrange this with you.

On the day/night of the meeting:

- The GGPET facilitator will log in before the meeting and remain present throughout the meeting to assist you. They can help with things like introducing you, letting attendees in from the online waiting room and prompting questions from the audience so that you do not have to monitor the chat function whilst simultaneously presenting.
- Please be free to **login 20-30 minutes early** to ensure that the internet connection and IT are working smoothly.
- If there are IT issues which can not be fixed within 15 minutes of the start time of the meeting we may suggest postponing the session.
- We will ask attendees to turn off their microphones and cameras to limit disturbances to your presentation. The facilitator will monitor this for you to limit interruptions to your presentation.
- If you are happy the presentation, audio and chat function will be recorded for upload to a secure part of the GGPET website.

After the meeting:

- GGPET will collect feedback from attendees and send a summary to you.
- Please complete a presenter claim form, which can be found on the presenter information section on the GGPET website, and submit it to our administrator Rachel Gadsden for processing Rachel.gadsden@nhs.net
- We would like to upload your slides and the recording of your session to the secure part of the website. For copyright and confidentiality purposes it is important to check images and video before upload.