



Moderator Notes: Typical Videoconferenced Educational Session

Please feel free to adapt and incorporate the following into your introduction.

Before the Presentation

Five minutes before the session, you may want to check which sites are on-line. To do this, you simply go through your list of registered sites. Be sure to remind them to take their microphones off mute before responding. (Note: you may have to remind participants to put their microphone back on mute after they have responded.)

Hello Everyone:

My name isand I would like to welcome you to today's presentation called

A few housekeeping details, and then I will turn things over to our presenter:

The first point is that while NORTH Network is pleased to provide the technological infrastructure to support interactive videoconferenced educational sessions, the content and opinions expressed are those of the presenter.

Second, I would like to remind everyone that this call is a voice activated call. This means that the screen will always switch to the site that is speaking. So that we can all hear properly and keep the camera on the speaker during the presentation, I would ask that every site keep its microphone on mute during the presentation so that the screen will remain on the speaker.

Please note we do have permission from the speaker to tape this session; thus it is possible that the audience may appear in the taped session.
(Please note this session is not available for taping.)

If you have not received the handouts for the presentation, we would ask that your telehealth coordinator contact me after the session, and we will get them off to your site right away. (If there is a discrepancy between the handouts that the participants have received and the slides that the presenter will be using, it is probably best to say so (e.g., "slides were removed so that they could be sent by email...") People may wonder if they have the right handout package if they are not told.

Last ... a few words about our format.....today we have a presentation followed by a question and answer period. During the question and answer period, we will visit each site.

Now that we're done with our housekeeping, I would like to welcome our guest speaker....who is head of the.....at..... (this may be longer or shorter depending on the bio provided).



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Dr., the floor is all yours...

Before the Question & Answer Period

Let's move now into the question and answer portion of our session. As mentioned earlier, we will use alphabetical order in the Q & A and will, therefore, begin at Cochrane., do you have any questions?

(If there are a large number of sites participating in the session, the moderator may want to indicate that time will be limited for questions and, hence, each site might want to pool its questions...one question per site)

At the End of the Session

On behalf of our members, I would like to thank you for today's presentation. Your time and expertise are very much appreciated.

Please remember to fill out the Education Feedback Form for this session.

(If the session is accredited, please remind people to pick up the Statement of Professional Learning.)

We look forward to seeing you at our next session scheduled for _____ at _____ called _____

Moderator Notes: Typical Webcast Educational Session

Before the Presentation

Five minutes before the session, you may want to check which sites are on-line for videoconferencing...web participants will not be known. To do this, you simply go through your list of registered sites. Be sure to remind them to take their microphones off mute before responding. (Note: you may have to remind participants to put their microphone back on mute after they have responded.)

Hello Everyone:

My name isand I would like to welcome you to today's webcast presentation

A few housekeeping details and then I will turn things over to our presenter:

The first point is that while NORTH Network is pleased to provide the technological infrastructure to support interactive videoconferenced educational sessions, the content and opinions expressed are those of the presenter.

Second, I would like to remind everyone that this call is a voice activated call. This means that the screen will always switch to the site that is speaking. So that we can all hear properly and keep the camera on the speaker during the presentation, I would ask that every site keep its microphone on mute during the presentation so that the screen will remain on the speaker.

Please note we do have permission from the speaker to tape this session; thus it is possible that the audience may appear in the taped session.

(Please note this session is not available for taping.)

(As well since, we are webcasting, the session will be archived on the NORTH Network web site at www.northnetwork.com for later viewing as well.)

Last ... a few words about our format.....today we have a presentation followed by a question and answer period. During the question and answer period, we will visit each site. (If you are participating via the web, you can email your questions to the presenter at_____).

Now that we're done with our housekeeping, I would like to welcome our guest speaker....who is head of the...at...(this may be longer or shorter depending on the bio provided).

Dr., the floor is all yours...

**Moderator Notes:
Typical Webcast Educational Session**

Before the Question & Answer Period

Let's move now into the question and answer portion of our session. Just a reminder, this session is being webcast. Since webcast events are open for viewing by any member of the public, please keep this in mind as you formulate your questions and raise issues. As mentioned earlier, we will use alphabetical order in this Q & A and will, therefore, begin at Cochrane. Cochrane, do you have any questions?

At the End of the Session

On behalf of our members, I would like to thank you for today's presentation. Your time and expertise are very much appreciated.

Please remember to fill out the Education Feedback Form for this session.
(If the session is accredited, please remind people to pick up the [Statement of Professional Learning](#).)

We look forward to seeing you at our next session scheduled for _____
at _____ called _____