Accreditation Council
for Continuing Medical Education
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Best Practices for Creating a Virtual Meeting - Tips for Planners

1. **Choose a webinar/virtual platform that can accommodate your group size and helps you meet your educational goals.**
   - ✓ Will you use video? Will you have small groups or breakouts? Do you need polling features?

2. **If it's a new platform to you, explore its features using the company's tutorials.**
   - ✓ Many platforms may offer interactive training webinars, where you can address any questions or concerns you may have in real time.

3. **Test in advance**
   - ✓ Test any aspect of the technology that you plan to use, such as:
     - Video
     - Sound
     - Recording
     - Polling Features

4. **Connecting remote faculty, recording, using webcams, etc.**
   - ✓ Send guidance to your faculty or facilitate the startup for them.
   - ✓ Plan a briefing before the session to confirm all faculty can connect and review your plan for the meeting.

5. **Identify a "Meeting Leader"**
   - ✓ The Meeting Leader should help to facilitate questions and make sure that your meeting stays on topic and on time.

6. **Avoid Background Noise**
   - ✓ You can mute attendees or encourage them to mute themselves to ensure that learners and faculty have clear lines of audio communication during the meeting.

7. **Stay on Schedule**
   - ✓ This will ensure that you cover your full agenda, while remaining respectful of everyone's time.