

## Facilitating a Didactic

### **Opening**

- Welcome participants as they join
- Let people know who have joined a little early that we will be starting in just a few minutes.
- Please remind everyone to turn their cameras on.

### **Introductions**

- Introduce the presenter
- Facilitate the turn over to the presenter – so let me turn it over to \_ now and \_ if you want to just give us a quick overview of your training/background

### **Follow up on resources & topics**

- When a resource is discussed, interject and say – we can send it out after (if applicable)

### **Engagement**

- Facilitate polls when applicable
- Be prepared to watch the chat box and let the presenter know when there is a question. Some presenters like to monitor it themselves, others are less comfortable.

### **Facilitating breaks**

- Presenter will likely want to take a break. Facilitate break by saying “everyone we will be taking an X minute break so we will see you back here at \_\_\_\_.”
- Welcome everyone back by saying “ok everyone we are going to get started again”.

### **Closing**

- Thank the presenter
- Ask people to provide feedback in the evaluation

## Managing Zoom as the Didactic Host

Time	Task	Notes
1:30	Start the Zoom meeting	<ul style="list-style-type: none"> <li>• Open the Zoom app or go to Zoom.us/ and log in</li> <li>• Go to My Meetings</li> <li>• Choose your meeting and start the meeting as the host</li> <li>• Start the room's video conferencing system and log in with the Zoom meeting ID</li> <li>• Rename the residents' tile to their first name and site</li> </ul>
	Presenter Arrives	<ul style="list-style-type: none"> <li>• Help them connect to power source</li> <li>• Share the link with them and have them join Zoom from their laptop (unless otherwise specified) so they can share slides from their computer</li> <li>• In most cases, make sure they don't join audio on their computer</li> <li>• Ask them to turn off Lync and email notifications (those will show when they share their screen)</li> <li>• Confirm video, microphone, and speaker work</li> <li>• Give them a roster</li> <li>• Make sure they understand the 'share screen' feature</li> <li>• Ask about their preferences for taking a break</li> </ul>
	Final Prep	<ul style="list-style-type: none"> <li>• Mute the participants if they do not mute themselves               <ul style="list-style-type: none"> <li>• Field any problems they may have with microphone/ speaker/ conference system</li> <li>• Record to the cloud</li> </ul> </li> </ul>
2:00	Begin	<ul style="list-style-type: none"> <li>• Welcome the group, introduce the speaker</li> <li>• Ask everyone to mute themselves and turn their cameras on</li> <li>• Tell residents to unmute to ask a question, or enter the question in the chat box</li> <li>• Presenter shares screen</li> <li>• Questions for the presenter may come in through the chat box and the presenter may not notice them, so you can remind the presenter</li> </ul>
5:00	End	<ul style="list-style-type: none"> <li>• Select 'end meeting for all'</li> <li>• Zoom will automatically save a file of the recording to the 'Zoom' folder in your documents</li> </ul>
	Post Didactic Tasks:	<ul style="list-style-type: none"> <li>• Download video and save in X drive didactic folder of the specific didactic</li> <li>• Upload video to Vimeo</li> <li>• Save vimeo link to New Innovations</li> </ul>