**ACCME 2020 Online**  
*Staff Training Plan*

1. Define Staff Roles
   * Roles
     + Host
     + Tech Manager
     + Media Liaison
   * Identify what is needed for each session type
2. Staff Briefing - All Staff Meeting
   * Review Meeting agenda & session types
   * Review rolls
   * Discuss training plan
3. Assign Staff Roles
   * Create “Teams” that will be the same for all days of the meeting
   * Including the definitions of each role
4. Draft Run-of-show Documents
   * Plenary session
   * Concurrent Sessions
   * Research Chats
   * Colleague Chats
5. Role Training
   * Detailed review of each role’s responsibility for all staff assigned that role.
   * Use the run-of-show as a guide
   * Includes some skills practice (building breakouts, initiating polls, etc.)
6. Team Practice
   * Guided Run-throughs for each staff team by Education staff
   * Optional team practice(s)
     + Provide Zoom account for independent practice
7. In-Meeting Support
   * Microsoft Teams Tech Support group