**ACCME 2020 Online Meeting**

**Run-of-Show TEMPLATE**

*Research Chats*

ACCME Staff:

* Host -
* Tech -

20-minute “program” (repeated total of 3 times)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time |  | Host Script | Tech Action | Share in Chat |
| 2:45 pm CT | Launch |  | -Launch Zoom meeting (meeting will begin to record automatically)  -Get any pop-out panels organized, make sure that the document with any broadcast/chat messages is open so they can easily copy & paste rather than type out during the session  -Other participants will be in “waiting room”  -Begin sharing the team’s research poster |  |
| 2:50 pm CT | Admit Researchers | -Host should brief researchers on the logistics of the session | -Admit Researchers from waiting room – can test sound & cameras |  |
| 2:58 pm CT | Admit Attendees | Hi everyone! Welcome to the [**POSTER NAME**] research poster live chat. We’ll get started in about 2 minutes. In the meantime, check out the tech notes in the chat to help you get your Zoom window set up. | -“Admit All” participants from waiting room  -Participants will be muted upon entry, participant cameras will be able to be enabled/disabled | Hi everyone! Welcome to the [**POSTER NAME] Research Chat** Session. We will get started in just a few minutes. In the meantime, explore your Zoom control panel to get to know the platform.  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name.  3) Send any questions that you already know you have about this project in the chat to get us started.  4) Open the Participants box to activate the hand raising feature and raise your hand if you have a question that you’d like to ask. We will call on participants with their hands raised.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 3:00 pm CT | Welcome | Welcome everyone! Thank you for joining us for the [**POSTER NAME**] research poster live chat session. I am [**HOST NAME]** from the ACCME. I am joined by **[TECH NAME],** who is also ACCME staff and supporting the technical aspects of our chat session andthe research team for this poster.  Before our research team introduces themselves, I just want to give you brief instructions about the way this chat session will work and what you can expect.  Hopefully, you’ve had a chance to watch this team’s Lightning Talk video and preview their poster on their Virtual Poster page. This session will be an open Q&A session – we would invite you to raise your hand if you have a question for the research team about either their research process or the content of their project or type your question in via the chat box. We will call on the people with raised hands to ask their questions to the team as well as try to address some of the questions in the chat. To raise your hand, simply open your participant panel by clicking on the participant icon in your control strip and then, from the participant list, click on the “Raise Hand” button. We will do our best to call on you if you have your hand raised, but may not be able to get to everyone.  You are welcome to stay in this chat session as long as you’d like or move into other research chat sessions when you’re ready. About every 20 minutes, we will remind you about visiting other chats and take a moment to re-introduce the team for the new folks that have joined this session.  **[TECH NAME]** just sent some tech notes in the chat earlier to help you participate in our discussion today – we're going to resend those now since we’ve been receiving questions in the chat. | -Continue to “Admit” any participants from waiting room | ACCME Team:  [HOST NAME]  [TECH NAME]  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name.  3) Send any questions that you already know you have about this project in the chat to get us started.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Open the Participants box to activate the hand raising feature and raise your hand if you have a question that you’d like to ask. We will call on participants with their hands raised.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 3:02 pm CT | Researcher Intros | Great! Now, let’s meet the research team for this project. Can you each please do a brief introduction.  [Researchers do brief intros] | -Admit any participants from waiting room that are joining throughout the chat session | Researchers:  [Researcher Names] |
| 3:05 pm CT | Q&A Round 1 | Thank you! Now let’s get started with some questions. I’m going to get us started by asking our research team a question or two. Remember to chat in your questions or raise your hand if you want to ask a question verbally and we will call on you to unmute your line.  ***[HOST]*** *will start with* ***Seed Questions*** *(below) and ask the teams 1-2 questions from the list. As soon as hands are raised or questions are chatted, [HOST] can raise those questions.*  *(e.g. Host might say, “We have an interesting question that was chatted in that I’d like to have the research team respond to...” then read question.)*  *[****SEED QUESTIONS to choose from****]*   * *What were you seeing or what inspired this project?* * *How did you develop your research question?* * *How do you get funding or other support to all you/your team to pursue research?* * *What approach(es) did you take to identify the infrastructure (i.e., people, tools, resources) needed to your research? If several stakeholders were involved, how did you determine who would do what in the research project?* * *What strategies do you use to engage leadership/C-Suite to support pursuing CE research?* * *Do you plan to continue this study? What are the next steps you would like to take?* * *Is there anything you are doing differently now, as a result of what the research revealed?* * *Is there anything you did that you would not do again?* * *How much time does it take to plan and do CE research?* * *How can attendees develop their research skills?* * *How could this research be replicated by other CE providers?*   ***[HOST]*** *can also call on people to ask their questions OR questions chatted in.* | -Continue to admit any participants from waiting room that are joining throughout the chat session |  |
| 3:20 pm CT | Rotation Break | Thanks so much for the questions. We’re going to pause for a moment to welcome anyone new to this chat. I also wanted to remind you that you are welcome to join other research poster chats and hear about the other projects in the Virtual Poster Session. The links for each research team’s chat can be found on their poster page at [accmemeeting.org](http://www.accmemeeting.org). | -Admit any participants from waiting room that are joining throughout the chat session |  |
| 3:21 pm CT | Q&A Round 2 | OK, for anyone new to our chat, this is the [**POSTER NAME**] research poster live chat session and I am [**HOST NAME]** from the ACCME. I am joined by **[TECH NAME],** who is also ACCME staff and supporting the technical aspects of our chat session andthe research team for this poster.  Before our research team introduces themselves, I just want to give you brief instructions about the way this chat session will work and what you can expect.  Hopefully, you’ve had a chance to watch this team’s Lightning Talk video and preview their poster on their Virtual Poster page. This session will be an open Q&A session – we would invite you to raise your hand if you have a question for the research team about either their research process or the content of their project or type your question in via the chat box. I will call on the people with raised hands to ask their questions to the team as well as try to address some of the questions in the chat. To raise your hand, simply open your participant panel by clicking on the participant icon in your control strip and then, from the participant list, click on the “Raise Hand” button. We will do our best to call on you if you have your hand raised, but may not be able to get to everyone.  You are welcome to stay in this chat session as long as you’d like or move into other research chat sessions when you’re ready. About every 20 minutes, we will remind you about visiting other chats and take a moment to re-introduce the team for the new folks that have joined this session. I’ve included some tech notes in the chat to help you participate in our discussion today. | -Continue to admit any participants from waiting room that are joining throughout the chat session | CHAT NOTES:  Hi! I’m [NAME] from the ACCME and I will be your host for this chat session along with [TECH]. Here are just a few technical notes to help you use Zoom:  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name.  3) Send any questions that you already know you have about this project in the chat to get us started.  4) Open the Participants box to activate the hand raising feature and raise your hand if you have a question that you’d like to ask. We will call on participants with their hands raised.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 3:23 pm CT | Researcher Intros | Great! Now, let’s re-introduce the research team for those that are new to the chat. Can you each please do a brief introduction.  [Researchers do brief intros] | -Continue to admit any participants from waiting room that are joining throughout the chat session | Researchers:  [Researcher Names] |
| 3:26 pm CT | Q&A Round 2 | Wonderful. Now let’s get started with some questions. I’m going to get us started by asking our research team a question or two. Remember to chat in your questions or raise your hand to be unmuted.  ***[HOST]*** *will start with* ***Seed Questions*** *listed above (at 3:05 pm) and ask the teams 1-2 questions from the list. As soon as hands are raised or questions are chatted, [HOST] can raise those questions.*  *(e.g. Host might say, “We have an interesting question that was chatted in that I’d like to have the research team respond to...” then read question.)*  ***[HOST]*** *can also call on people to ask their questions OR questions chatted in.* | -Continue to admit any participants from waiting room that are joining throughout the chat session |  |
| 3:40 pm CT | Rotation Break | Thanks so much for the questions. We’re going to pause again for another moment and welcome anyone new to this chat. I also wanted to remind you that you are welcome to join other research poster chats and hear about the other projects in the Virtual Poster Session. The links for each research team’s chat can be found on their poster page at [accmemeeting.org](http://www.accmemeeting.org). | -Admit any participants from waiting room that are joining throughout the chat session |  |
| 3:41 pm CT | Q&A Round 3 | OK, for anyone new to our chat, this is the [**POSTER NAME**] research poster live chat session and I am [**HOST NAME]** from the ACCME. I am joined by **[TECH NAME],** who is also ACCME staff and supporting the technical aspects of our chat session and the research team for this poster.  Before our research team introduces themselves, I just want to give you brief instructions about the way this chat session will work and what you can expect.  Hopefully, you’ve had a chance to watch this team’s Lightning Talk video and preview their poster on their Virtual Poster page. This session will be an open Q&A session – we would invite you to raise your hand if you have a question for the research team about either their research process or the content of their project or type your question in via the chat box. I will call on the people with raised hands to ask their questions to the team as well as try to address some of the questions in the chat. To raise your hand, simply open your participant panel by clicking on the participant icon in your control strip and then, from the participant list, click on the “Raise Hand” button. We will do our best to call on you if you have your hand raised, but may not be able to get to everyone.  You are welcome to stay in this chat session as long as you’d like or move into other research chat sessions when you’re ready. About every 20 minutes, we will remind you about visiting other chats and take a moment to re-introduce the team for the new folks that have joined this session. I’ve added some tech notes in the chat to help you participate in the discussion today. | -Continue to admit any participants from waiting room that are joining throughout the chat session | Hi! I’m [NAME] from the ACCME and I will be your host for this chat session along with [TECH]. Here are just a few technical notes to help you use Zoom:  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name.  3) Send any questions that you already know you have about this project in the chat to get us started.  4) Open the Participants box to activate the hand raising feature and raise your hand if you have a question that you’d like to ask. We will call on participants with their hands raised.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 3:43 pm CT | Researcher Intros | Great! Now, let’s re-introduce the research team one final time for those that are new to the chat. Can you each please do a brief introduction.  [Researchers do brief intros] | -Continue to admit any participants from waiting room that are joining throughout the chat session | Researchers:  [Researcher Names] |
| 3:46 pm CT | Q&A Round 3 | Ok, thank you. Now let’s get started with some questions. I’m going to get us started by asking our research team a question or two. Remember to chat in your questions or raise your hand to be unmuted.  ***[HOST]*** *will start with* ***Seed Questions*** *listed above (3:05 pm) and ask the teams 1-2 questions from the list. As soon as hands are raised or questions are chatted, [HOST] can raise those questions.*  *(e.g. “We have an interesting question that was chatted in that I’d like to have the research team respond to...” then read question.)*  ***[HOST]*** *can also call on people to ask their questions OR questions chatted in.* | -Continue to admit any participants from waiting room that are joining throughout the chat session |  |
| 3:59 pm CT | Wrap-up | Great! Thanks so much for all of your questions. We are at the end of our time together, but we sincerely appreciate your engagement in our research chat sessions. We hope that you had the chance to ask your questions and learn more about both how and why you should consider doing your own research in CE as well as the topic that our research teams explored.  If you have additional questions, you can find the research team’s contact information on their poster pages in the Virtual Poster Session at accmemeeting.org. |  |  |
| 4:00 pm CT | End meeting | Have a wonderful evening! We look forward to having you all join us again tomorrow morning at 9:00 am Central Time for our second round of concurrent sessions. You can find the connection information for your Friday concurrent session in your reminder email that was sent a few days ago. If you need any assistance, you can reach out to our team at education@accme.org. | -Tech ends meeting for all participants and recording will automatically begin to process in the Zoom cloud storage |  |