**ACCME 2020 Online Meeting**

**Run-of-Show TEMPLATE**

*Concurrent Session*

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| Staff:   * Host 1 - * Host 2 - * Tech Manager 1 (Zoom “Host”) - * Tech Manager 2 (Zoom “Co-Host”) - * Media Liaison - | Guest Faculty   * [FACULTY 1] * [FACULTY 2] * [FACULTY 3] * [FACULTY 4] * [FACULTY 5] |

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| Time |  | Host Script | Tech 1  Action | Tech 2 Share in Chat |
| 8:45 am CDT | **Launch** |  | -Tech 1 launches Zoom meeting  -Tech 1 can get any pop-out panels organized, make sure that there is a document open with any broadcast/chat messages so they can easily copy & paste rather than type out during the session |  |
| 8:50 am CDT | **Staff Join** |  | -Tech 1 admits staff from waiting room – can test sound & cameras. Other participants will be in “waiting room”  -Staff should rename themselves with their role after their name (e.g. “Name [ROLE]”)  -Tech 1 appoints Tech 2 as “Co-host” & ensures that they have all of the material to that needs to be projected available as back-up  -Tech 1 can open up and begin sharing the join image/slide before admitting the rest of the participants |  |
| 8:53 am CDT | **Faculty Join** |  | -Faculty will join the Zoom meeting; Tech 1 should admit them once she sees them connect.  -Faculty can rename themselves with “[FACULTY]” following their name; e.g. “Name [FACULTY]”  -Host can have a brief huddle with faculty before Tech 1 begins admitting participants |  |
| 8:58 am CDT |  | Hi everyone! Welcome to [MEETING TITLE]. We’ll get started in 2 minutes. In the meantime, we’re sending some tech notes in the chat in case you weren’t able to join us yesterday. They’ll help you get oriented with the Zoom control panel.  While we wait for people to join, play around with the Zoom control panels. To change your view, click on ‘Gallery View’ in the top right corner.  You can rename yourself by hovering over your image. You’ll see three little buttons that show up, click ‘Rename.’  Finally, we are watching chat but with so many participants it is hard to see the private chats so we can’t always respond. | -Tech 1 to share the session title slide  -Host & Tech 1 turn cameras on  -Tech 1 to “Admit All” participants from waiting room  -Participants will be muted upon entry, participant cameras will be able to be enabled/disabled  -Tech 1 continues to admit people joining | *When HOST mentions “tech notes” TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Hi everyone! Welcome to [MEETING TITLE]. 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) We are watching the chat but it is hard to see all of the private chats so we can’t always respond.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:00 am CDT | **Welcome** | Good morning everyone! Thank you for joining us for the **[MEETING TITLE]**. I’m [NAME] and the other ACCME staff joining me today are [HOST 2 NAME], along with [TECH 1 NAME] and [TECH 2 NAME]. We are recording this session today and look forward to finding ways to make insights and materials from the online meeting available in the future. Look for future communications via the ACCME e-newsletter.  Like most of you, we are leading this call from our remote locations, so we ask for your generosity as we navigate any logistical or technological issues that might arise.  If you were unable to join us yesterday, we’re sending some tech notes in the chat to help you get oriented. Just as we did yesterday, we invite you to change your name following those instructions. You might add your location or your organization after your name. Also, since we all have varying levels of proficiency with Zoom, go ahead and add two asterisks at the beginning of your name if you consider yourself a Zoom expert. We are monitoring the chat, but with so many participants it is difficult to see every message. If you are having technology challenges, look for another participant with the asterisks before their name. Those are our Zoom experts, you can send them a private message for assistance. Just as some ground rules, though, we ask that you do not solicit using the private chat and that you keep all private conversations professional.  We’re going to give everyone a minute or two to change your names and get settled in here this morning. While you’re doing that, if you want you can share something you learned yesterday in the chat. As people share, you can scroll up through the comments to see what your colleagues are getting out of the meeting so far.  There are resources for this session linked on the Agenda page of the ACCME meeting website at accmemeeting.org. We are sending you a link in chat that you can use to access those resources during our call today. After our call, you will be able to access those resources by going directly to the agenda page on accmemeeting.org. | -Tech 1 to continue to “Admit” any late joining participants from waiting room (muted) | *When HOST introduces staff, TECH 2 copy and paste:*  ACCME Staff:  [STAFF NAMES LISTED]  *When HOST mentions “tech notes” TECH 2 copy and paste:*  \*\*\*\*\*((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.’  3) We are watching chat but it is hard to see all of the private chats so we can’t always respond.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  *When HOST says “something you learned” TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  In chat, share one of your takeaways from yesterday’s sessions.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Resources for this session are available on the agenda page of accmemeeting.org. Here is a link that you can copy and paste into your web browser: <LINK>  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:03 am CDT |  | Go ahead and take a moment to scroll through the chat to see some of the takeaways from yesterday. I really like **[HOST to COMMENT ON ONE OR TWO].** |  |  |
| 9:05 am CDT | **Didactics** | Excellent! Thank you so much for sharing some of your takeaways form yesterday.  One other quick reminder, if you’re sharing any of today’s meeting on social media, remember to use the hashtag ACCME2020Online.  The topic of this session is [TOPIC]. Our goal is that you leave this session feeling inspired with new ideas AND with some practical strategies you can implement. I want to frame our session by giving you some quick background about [TOPIC]  [HOST’S BACKGROUND SLIDES] | -Tech 1 to share the social media slide  -Tech 1 to advance to Host’s first slide  -Tech 1 advances to background slides |  |
| 9:10 am CDT | **FACULTY INTERVIEW 1** | OK, so now to introduce our first two guest faculty members are going to join me together for a conversation about [TOPIC].  [GUEST FACULTY 1-2 INFO]  Please go ahead and share your webcams.  Great - welcome!  [**HOST-FACULTY 1-2 DISCUSSION**]   1. [QUESTION 1] 2. [QUESTION 2] 3. ...   Thank you very much for the engaging conversation! We appreciate your time with us. | -Tech 1 to stop showing slides |  |
| 9:25 am CDT | **FACULTY INTERVIEW 2** | **[HOST]** We have one other guest faculty member to chat with for a few minutes before we move you into breakout for some discussion time. [NAME], can you share your webcam? Great! I’ve invited [FACULTY 3 INTRO]  Thanks for joining us.  [**HOST-FACULTY 3 DISCUSSION**]   1. [QUESTION 1] 2. [QUESTION 2] 3. ...   [NAME], thank you so much for your time today.  We’re going to move our conversation now into some small breakout groups. Let’s take some time reviewing how the breakout will work and what we’ll be discussing. | -At least 10 mins before Breakouts, Tech 1 starts to build the breakout rooms (include # of rooms & timer for **12 minutes**)  -Ensure that ACCME facilitators and guest faculty have not been assigned to a Breakout Room |  |
| 9:35 am CDT | **Breakout Intro** | We’re will be using Zoom’s breakout group feature. In just a moment, Tech 1 will send you into breakouts with about 6-8 people. You’re going to see a popup that invites you to join a specific breakout group. You will be in your first group for 12 minutes.  Tech 1 is just finishing setting those up. When we’re ready, you will see a popup that invites you to join a specific breakout group. You will be in groups of 6-8 for about 12 minutes during the first round of breakouts. Since there are so many participants in our meeting today, we ask that you designate a group spokesperson so that we can more effectively engage in a discussion after your breakout. The spokesperson will share back a common theme(s) about your discussion with the larger group via chat.  TECH 2 is sharing the discussion prompts for your group in the chat. Take turns one by one, briefly introducing yourself and then responding to one of the questions in the chat:   1. 1) [DISCUSSION PROMPT A] 2. 2) [DISSUSSION PROMPT B] 3. 3) [DISCUSSION PROMPT C]   Just like yesterday, we’ll also send these instructions in the chat, so you can view them inside your breakout rooms.  To facilitate discussion, we invite you to turn your video on inside of the breakout rooms. If you are not the person speaking, please mute your mic. The first person who is ready to begin the conversation can unmute themselves to share, then hand-off to another person in your breakout room by name… and so on. We encourage everyone to participate, but you are welcome to pass if you’re still thinking about what to say. You will see a timer in the top-right of your screen to help you manage the time. Tech 1 & Tech 2 will also be sending you pop-up reminders that you’ll see on your screen and in the chat. When the breakout group is drawing to a close, you will receive another pop-up that prompts you to return to the main room. At that point, you will have 30 seconds to wrap up and return to the main room. If you’re still in the breakout room, Zoom will automatically bring you back to the main room at the end of that 30 seconds.  We’re just finishing up dividing up the breakout groups, so give us one more second. We want you to know that there may be some glitches that occur when we send you to into the breakout rooms. For example, if you find yourself alone in a breakout, wait about a minute to see if anyone joins you. If you’re still alone, you can click “Leave Breakout Room” to come back to the main room and we’ll get you taken care of.  Tech 1, are we ready to go to the breakouts?  **[TECH 1]**: Yes, all set! | -Tech 1 doing final breakout prep. Remember to set the timer for **12 minutes.** | *When HOST starts to discuss breakouts TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  DISCUSSION 1 PROMPTS:  Take turns one by one. Briefly introduce yourself and then respond to one of the following questions...  1) [DISCUSSION PROMPT A]  2) [DISSUSSION PROMPT B]  3) [DISCUSSION PROMPT C]  Any member of the group is free to say "pass" if you don't have something to add at that time. Keep comments brief to allow each group member to contribute.  Please remember to identify a spokesperson for your group at the beginning of the conversation so that they can take notes and draft a brief key takeaway from your discussion to share back with the larger group when we reconvene.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:37 am CDT | **Send into Breakouts** | Great. Enjoy your discussion. Remember the instructions are in the chat and if you’re alone for at least a minute, come back to the main room and we’ll try it again. | -Tech 1 to “Open All Breakout Rooms” |  |
| 9:38 am CDT | **Breakout** |  | -while in the breakouts... Host(s) and Faculty can debrief, make adjustments. Check in with other faculty  -Tech 1 & Tech 2 will manage any participants that come back into the main session. | *Once everyone is in breakouts TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  First order of business - designate a group spokesperson to share a common theme of your discussion or key takeaway from our faculty interviews.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:44 am CDT | **REMINDER** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  6 minutes left in your breakout group. Make sure everyone who has something to share has a chance to speak up.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:48 am CDT | **REMINDER** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Only a couple minutes left – make sure you’ve chosen a spokesperson who can share any common themes or questions that the group has.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:50 am CDT | **Call back from breakouts** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast  -Tech 1 will close breakouts with **30 seconds** countdown to return  -Tech 1 will leave the breakout rooms as they are (unopened), and move breakout room assignment pop-up window to side for use later in session | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  You can return to the main room now by clicking ‘Leave Breakout” - your breakout session will automatically end in 30 seconds.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:51 am CDT | **Interview** | Welcome back! As people trickle back into the main room, we invite the group spokespersons to share in the chat one thing from your breakout that got you thinking or you want to explore further. You can also scroll up and see what your colleagues were discussing. We’ll get started again in one moment.  [HOST can point out any interesting comments] | -Note all participants will be on mute automatically upon returning | *When HOST starts to talk, TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Welcome back! We hope you enjoyed your breakouts. In the chat, group spokespersons may share something that piqued your group’s curiosity during your breakout.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 9:52 am CDT | **Interview** | I think most people are back from their breakouts, so we are going to get started with our next part of this session. Now that we’ve talked about the **[TOPIC 1]**, we wanted to give you the chance to hear about [VALUE 2]. We’ve asked 2 of your colleagues, who have been doing [EXPERIENCE], to join us today and share a bit of their experience as well as lessons learned and new opportunities.  Joining me now are [FACULTY 4-5], can you go ahead and say hello so that our participants can see you?  Welcome to you both! We’re so glad you could join us today. Both of these faculty members had submitted session proposals around [TOPIC] to our in-person annual meeting and had been planning on joining us in Chicago today. We thought it was only fitting to tap into their experience and share it with you all here virtually.  [**HOST-FACULTY 4-5 DISCUSSION**]   1. [QUESTION 1] 2. [QUESTION 2] 3. ... | -[FACULTY 4 NAME] say hello first so that Zoom brings your screen to the participants front panel and then [FACULTY 5 NAME] say hello. |  |
| 10:07 am CDT | **Breakout** | **[HOST]** Thanks so much, [FACULTY NAMES]. Great conversation.  Next we are going to send you into breakouts one more time today. While Tech 1 gets those set up, I’ll explain the instructions for this round of discussion. You will be back in your groups of 6-8 for another 12 minutes. During this breakout, we want you to discuss the **OPPORTUNITIES** and **CHALLENGES** of offering MOC credit to your learners via your CME activities as you’ve just heard discussed. Tech 2 is sending some specific prompts in the chat to get you started. | -Note, make sure to update the time limit for the breakout rooms before opening | *When HOST starts to discuss breakouts TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  DISCUSSION 2 PROMPT:  Take turns one by one sharing one opportunity & one challenge  Opportunities:  a) [DISCUSSION PROMPT D]  b) [DISCUSSION PROMPT E]  Challenges:  a) [DISCUSSION PROMPT F]  b) [DISCUSSION PROMPT G]  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:08 am CDT | **Send into breakouts** | OK, Tech 1, are the breakout groups ready?  **[TECH 1]** All ready!  **[HOST]** Great! Remember, you can return to the main room if you find yourself in a breakout room all by yourself for more than a minute. Enjoy your breakouts! | -Tech 1 will “reopen” previous breakout rooms, so groups will be the same as previously |  |
| 10:09 am CDT | **Breakouts** |  | -while in the breakouts... Hosts & Faculty can brief about conclusion  -Tech 1 & Tech 2 will manage any participants that come back into the main session. |  |
| 10:14 am CDT | **Reminder** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast |  |
| 10:18 am CDT | **Reminder** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Only a few minutes left – make sure you’ve chosen a spokesperson who can share any common themes or questions that the group has.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:20 am CDT | **Call back from breakouts** |  | -Tech 2 to send reminder via chat, Tech 1 via broadcast  -Tech 1 will close breakouts with **30 seconds** countdown to return  -Tech 1 will leave the breakout rooms as they are (unopened), and move breakout room assignment pop-up window to side for use later in session | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  You can return to the main room now by clicking ‘Leave Breakout” - your breakout session will automatically end in 30 seconds.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:21 am CDT | **Conclusions** | **[HOST]** Welcome back! As people come back from the breakout rooms, your group spokespersons can share in the chat one of the key takeaways from your breakout discussions.  Go ahead and take a minute to reflect on the responses being chatted in – do you see common themes from your discussion?  [HOST can make observations about the responses here...]  To wrap us up, I want to give [FACULTY NAMES] a chance to leave you all with one final “pearl” from their experience. [FACULTY 4], let’s start with you... what one pearl or piece of advise would want to leave your colleagues with?  **[FACULTY 4 responds]**  Great – and [FACULTY 5], what are your final parting words of wisdom for the group?  **[FACULTY 5 responds]**  **[HOST’S CONCLUDING REMARKS]** |  | *When HOST starts to talk, TECH 2 copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  In chat, we invite the group spokespersons to share one of the key takeaways from your group’s discussion.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:28 | **Wrap-up** | I want to thank ***you all*** for joining this session first thing this morning**.** I also want to thank our wonderful faculty [FACULTY NAMES] for sharing their insights and knowledge with all of us today.  Just as a reminder that the resources from this session are available on the agenda page of accmemeeting.org.  You will be able to access them there after we end this session. We are sharing the link one more time in the chat. You will need to copy and paste this link into your web browser.  Now we have a 15-minute break before the next component of our ACCME 2020 Online Meeting launches, so grab a snack and stretch! At 10:45 am CT we will start out Colleague Chats. The link to join the chat is in the Connection Information email that you received – remember to look for the updated version that was sent yesterday.  Also, remember that if you’re Tweeting or posting about the meeting on social media, be sure to use the hashtag ACCME2020Online. |  | *When RL starts to talk, AYS copy and paste:*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Posting about the ACCME 2020 Online Meeting? Don’t forget the hashtag! #ACCME2020Online  Share some pearls from today’s session with your colleagues who may not “be In the room” with us.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Resources for this session are available on the agenda page of accmemeeting.org. Here is a link that you can copy and paste into your web browser: <LINK>  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:35 | **End meeting** |  | -Tech 1 ends meeting for all participants  -Recording will automatically begin to process in the cloud |  |