

IFCC LIVE Webinar Guidelines for Coordinators

Distance learning is a major mandate of the IFCC: the IFCC will strive to be the largest provider of free eLearning programs globally with a focus on developing countries as well as young scientists, students, and trainees.

Webinars are one of the tools by which IFCC can ensure quality education to the national societies and their members around the world.

The following guidelines should be followed to ensure consistent, high quality and harmonized delivery of all IFCC LIVE webinars over the coming years.

IFCC Webinars schedule:

- The IFCC Webinars should be held every two weeks, i. e. the first and the third week of each month
- There should not be more than 2 webinars scheduled per month
- There should be a gap of at least one week between one webinar to the other.
- Wednesday is the preferred day for webinar presentations
- The webinars should not conflict/overlap with other IFCC events (IFCC congresses, IFCC Townhalls,)
- Each year the planning will begin in the week of 15th January and will end in the week of 15th December
- No webinars will be planned in August or on weekends

Webinar Planning and Organization:

- Planning and organization of each webinar should begin at least 3 weeks ahead of the live event to ensure adequate time for implementation and promotion
- Contact the chair in order to obtain all the information needed for the webinar
- Prepare the promotional slide with the QR code
- Create the event in the WorkCast platform
- Prepare the certificate
- Be in contact with the Chair/Moderator and speakers to support and coordinate the webinar
- Plan the rehearsal in time
- Set the post event emails with the on-demand content

IFCC LIVE Webinars Presentation Format:

All webinar presentations should be standardized as much as possible and should not differ in presentation format from one webinar to other:

- One Chair should be selected who introduces the speakers and coordinates the Q&A session – the Chair can be one of the speakers
- No more than 3 Speakers (20 minutes of presentation each) should be included in each webinar
- Time should be planned for an Q&A session at the end (20 minutes)
- Total time of the webinar is 90 minutes
- A rehearsal with the Chair and all speakers must be planned two days ahead of the live event

Step by Step Instructions for each Webinar Presentation:

(To be shared with and followed by all chairs and speakers)

- At the start of each webinar, the Chair and all Speakers should be present on VIDEO to be visible to all attendees
- At start, the **CHAIR introduces the webinar** and provides an overview (not more than 1-2 mins)
- The Chair then introduces the **FIRST speaker**
- The First Speaker begins by sharing their slides and gives a 20 min presentation
 - At this time, the chair and other speakers turn off their video and audio
- At conclusion of the first presentation, the speaker turns off his/her video and audio
- The Chair then introduces the **SECOND speaker**
- The Second Speaker begins by sharing their slides and gives a 20 min presentation
 - At this time, the chair and other speakers turn off their video and audio
- At conclusion of the second presentation, the speaker turns off video and audio
- The Chair then introduces the **THIRD speaker**
- The Third Speaker begins by sharing their slides and gives a 20 min presentation
 - At this time, the chair and other speakers turn off their video and audio

Q&A/Discussion Session:

- At conclusion of the third presentation, the Chair and ALL SPEAKERS turn on their video and audio
- It is important that all panellists (Chair and Speakers) are visible and participate in the discussion session/Q&A
- The Chair coordinates the Q&A session by asking questions from attendees via the CHAT
- At the conclusion of the Q&A session, the Chair thanks all speakers and attendees and concludes the webinar