![AO Foundation logo]

AO Webinars
Overview

Rudolf Elmer
Manager eLearning

Roles involved and main responsibilities

Role	Responsibility
Education Commission and Program Task Forces	• provide overall guidance, strategic direction; establish priorities, ensure standardization and quality.
Presenter (faculty member)	• is an internationally renowned expert on the defined topic. The Presenter prepares and presents the lecture. He supports the Event Manager in the preparation of the announcement and registration process for the Webinar by providing the necessary information (text and images).
Chat Moderator	• is an expert on the defined topic. He moderates the interactive discussion. Presenter and Chat Moderator agree before the Webinar on the timing for asking questions (during the presentation, after the presentation, or a mixture of both).
Event Manager Clinical Division	• sets up the event on the related AO Connect event room website and coordinates the announcement and the registration process.
Program Developer AO Education	• coordinates the content with the Presenter on behalf of the Program Task Force.
Technical Expert AO Education	• prepares the technical set-up for the Webinar. He provides on-site support during the test run the day before the live event and during the Webinar.
IT Support (local)	• provides local IT support; ensures sufficient bandwidth is available during the rehearsal and the live broadcast.

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Set up and run a webinar

Preparation phase

- Set-up event in event room AO webpage (later AO Connect)
- Set-up participant registration and provide login details
- Coordinate webinar content and time schedule with presenter and program developer

Live event preparation phase

- Set-up webinar in Adobe Connect backend
- Set-up webinar room with layout and presentation
- Set-up technical equipment to run webinar with host, presenter and moderator PCs

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Set up

Moderator PC

For monitoring
Provided by:
Local IT department

Participant PC

For monitoring
Provided by:
AO Education

Host PC

For system hosting
Provided by:
AO Education

Presenter PC
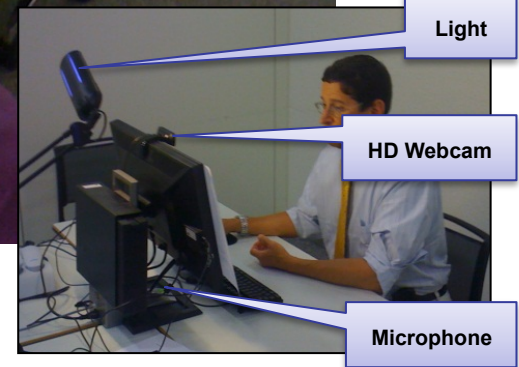**HD Webcam**
Microphone

For presentation
Provided by:
Local IT department
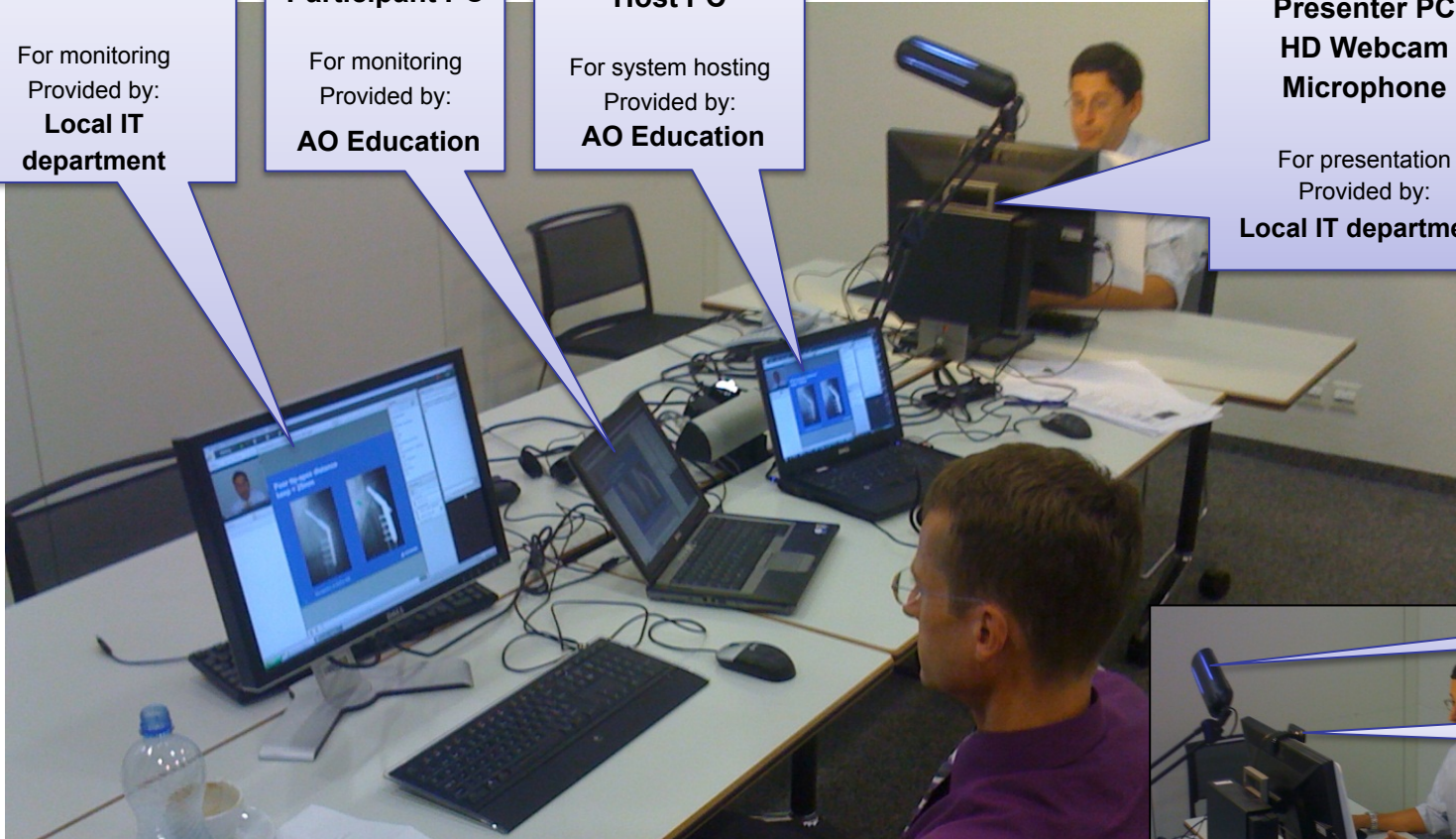
Light

HD Webcam

Microphone

Standardization of look and feel: Goals

- Standardized workflow
- **Ensure high quality education**
  - Topic / learning outcomes / competencies
  - Trained surgeons
- **Global schedule**
- **Standardized / branded webinar layouts**
  - PPT presentation template
  - Didactical structure of webinar content
- **Decentralization for regions**
- **Global access**
  - Access by license

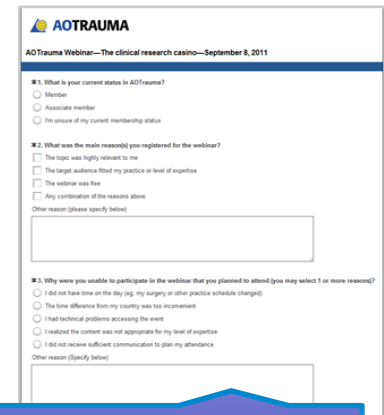**AO Foundation**

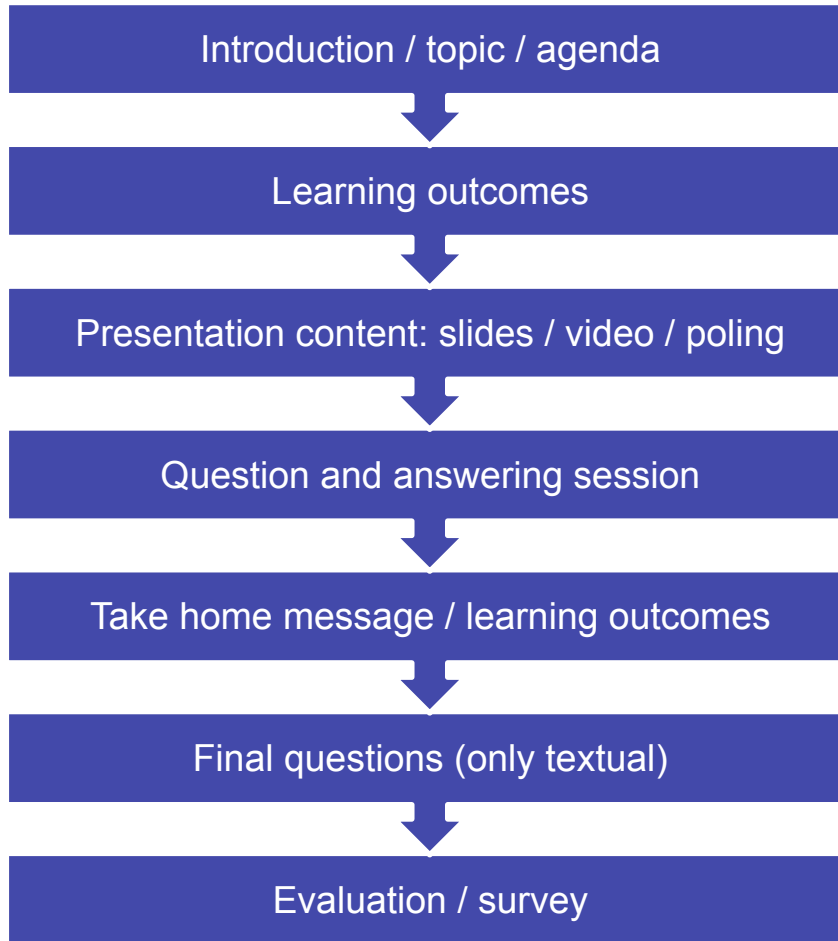# Standards—common look-and-feel

Announcement and registration

Login page

Webinar event

PPT templates

Evaluation

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Standards—didactical structure

Introduction / topic / agenda

⬇

Learning outcomes

⬇

Presentation content: slides / video / poling

⬇

Question and answering session

⬇

Take home message / learning outcomes

⬇

Final questions (only textual)

⬇

Evaluation / survey

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Global scheduling and planning process

- Topic
    - Part of planned sequence of events
    - Avoids overlapping topics

- Learning outcomes
    - Curriculum and competencies based

- Schedules time and date
    - Regional needs

- Presenter / Surgeons
    - Subject-matter expert

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