# LIVESTREAM YOUR CEN

Computers in Therapy
Clinical Excellence
Network

Tips to make your online Clincal Excellence Network meeting a success.

From the Computers in Therapy CEN (@citcen)

**1  PRACTICE SESSION**

If possible, schedule a practice session to trial the presentation software and any videos or interactive components in the week before the live event.

**2  SLIDES IN ADVANCE**

Ask speakers to provide their slides in advance in case there are any technical issues so that as host, you can screen share their slides for them (often not necessary but can prove to be a stress busting back-up plan).

**3  ADVANCE CHECK-IN**

Provide speakers with the chance to check-in to the meeting 30 minutes before it goes live – to settle nerves and check presentation and videos work as planned

**4  MUTE ON ARRIVAL**

Mute attendees automatically when they arrive. The host can then explain how the event will run and talk through how to mute/unmute & stop/start video. This will ensure everyone is familiar with these functions. This also reduces background noise for the speakers (e.g. people drinking/sneezing/rustling papers etc.).
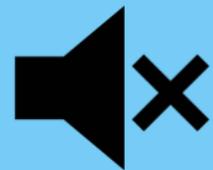
**5  PRESENTATION BUDDY**

Allocate a presentation 'buddy' who is un-muted and has their camera on during the speaker's presentation to provide them with checkins and feedback on technical elements as required.

**6  CHAIR THE Q&A**

After a presentation identify one person to chair the questions that attendees put forward in the chat box. This makes the conversation easier to manage.

**7  TEA BREAK**

Schedule a tea break in the middle of the session to give eyes, ears and bums a break.

**8  SCREEN SHARING**

Everyone will be able to view your web browser window if you share. To avoid confidentiality issues, advise contributors to use a new browser window when sharing.

**9  ALLOCATE ROLES**

Potential roles for organisers to consider allocating for the meeting:
- Speaker buddy
- Tweeter (remember to decide on a hashtag #)
- Tech Guru
- Meeting host
- Person responding to chat messages