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***Cochrane Learning Live* – Information for presenters**

Thanks for your interest in running an event for our [Cochrane Learning Live](http://training.cochrane.org/cochrane-learning-live)webinar series. This is to provide you with some information about the series, advice about presenting and detail on how the Learning and Support Department (LSD) will support you. You will also find a form at the end of this document to provide us with information about your proposed webinar – we’ll work with you to complete this and agree what format your webinar might take.

**About *Cochrane Learning Live***

*Cochrane Learning Live* is series of regular webinars aimed at anyone interested in learning skills, or gaining knowledge and experience relating to Cochrane activities. The webinars are open to anyone wanting to learn in the Cochrane environment, be they complete beginners or seasoned experts, and we schedule a range of presenters and topics that will appeal to different audiences.

Topics have included orientation sessions for new systematic review technologies, quality assurance tools for editors, and practical guidance on implementing review elements such as GRADE and summary of findings tables. Webinars may take on a variety of formats, depending on the intended learning audience and any desired presenting style.

**Supporting presenters**

*Cochrane Learning Live* is run by LSD and we are there to provide full support for presenters throughout. We work with presenters to describe their webinar and schedule it in the *Cochrane Learning Live* programme. We promote the webinar schedule through our well-established networks, and co-ordinate sign up and attendance.

We provide training for presenters who are new to or need refreshers in delivering webinars and using virtual classroom technologies. LSD uses GoToWebinar to run webinars, and there is some more information about this below.

During the webinar itself, we are available to co-facilitate if needed, providing support as required by presenters to ensure that the event runs smoothly. Following the webinar, we can co-author a ‘key learning points’ summary with presenters to share with attendees and non-attendees alike, and we continue to encourage conversation about the topic through our social media channels (@CochraneTrain). We are also able to record webinars and share these on Cochrane Training website; this is optional and we would liaise with presenters if they felt this was suitable or appropriate.

**GoToWebinar**

We use GoToWebinar to schedule and run webinars. It’s a very stable and user friendly platform, with some interesting features to make webinars engaging for participants. LSD will handle all of the scheduling of the webinars, based on the timings we agree with you, and we’re happy to arrange some time beforehand to go through the platform so you are comfortable using it.

It’s worth thinking about different ways you can run your *Cochrane Learning Live* session using GoToWebinar. In general, webinars run for up to one hour. We’ve experimented with a variety of formats and, while there’s no single good approach, we do find from participant feedback that more interactive sessions are most popular. That said, some topics might require a particular approach. Here’s some examples:

* **Virtual Lecture** – A 30 – 40 minute presentation, followed by Q&A.
* **Bite sized learning** – A number of linked 10 - 12 minute presentations, sometimes by different presenters, each followed by Q&A.
* **Product demo** – A live demo of a new tool or piece of software, with an introductory (5-10 minute) presentation. Pauses for Q&A as demo.
* **Interactive session** – Shorter presentations, with interactivities throughout; e.g. introduce yourself, ‘what do you know about X’, polls, quizzes, rapid surveys, Q&A.
* **Virtual workshop** – A mixture of presentation and interactivities for smaller groups, including breakout exercises.

Here’s a few ways GoToWebinar can be used to interact with attendees during your webinar:

* **Polls –** Polls are simple select one or select several multiple-choice answers. They’re good for getting your attendees to introduce themselves, indicate their knowledge of a topic or use of a tool (good for pitching your session too), or for checking learning or interest. Attendees like them too, as you can share results making them feel part of an audience.
* **Quizzes –** Polls can also be used to set quizzes, another useful activity to engage your audience, and break up webinars from being too much of a ‘broadcast’ format. LSD can set up polls and quizzes ahead of your session, or we can set them up on the day.
* **Handouts –** You can share any handout materials with your attendees, usually in Word or PDF format. LSD can upload these prior to the session so they’re available for attendees to download at any point, or you can table them during the session to accompany a particular point of learning.
* **Rapid surveys –** You can run brief surveys during the webinar if you want to gather some intel from attendees. For example, we’ve used these to ask attendees opinion during a session (‘What do you think of…’) and then shared responses with a word cloud for discussion.

***Cochrane Learning Live*: webinar description**

Please provide information here describing your proposed webinar. Cochrane’s Learning and Support Department will be happy to co-author this description with you.

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| Title: | *Title here* |
| Brief summary: | *Please provide a brief summary of your proposed webinar. We’ll use this description to promote the webinar through our networks.* |
| Audience: | *Consider: whom are you targeting your webinar to? Is this, for example, a specialised webinar aimed at people with advanced expertise, an orientation webinar on a topic for authors only, or a discussion event targeted to all interested people?* |
| Format of webinar: | *What format would you like your webinar to take? Is it, for example, a 40 minute presentation with questions, a brief presentation followed by exploratory conversation, or a Q&A session?* |
| Proposed date / time: | *Date*  *Time*  *LSD can help in finalising this with you.* |
| Presenter title, name and role | *Please provide your name with any title if you wish, together with your current role (Cochrane and / or other)* |
| Brief presenter bio | *A brief bio helps us to promote the webinar. 2-3 lines is fine.* |