**Conflict of Interest Policy Virtual Workshop: Overview and instructions for presenters and facilitators**

**Wednesday 27th May 2020**  
Pre-workshop meet: join from 1.30pm UK time ideally (or by 1.45pm if this is not possible)    
Workshop delivered - 2-3.30pm UK time

Platform: Zoom

Organiser: Chris Watts

Presenters: Ruth Foxlee, Angela Webster, Andreas Lundh

Facilitators: Sally Bell-Syer, Ruther Turley, Rachel Klabunde, Jana Stojanova, Dario Sambunjak

Audience: Managing Editors

Expected attendance: circa 30 attendees

Purpose of the workshop is to provide:

A brief overview of the new CoI Policy, focusing on the issues relevant for MEs.

Plenary discussion of a number of CoI-related scenarios, based on common questions and issues.

Small-group discussion on what resources MEs need to support them in implementing the policy and help them to support Cochrane Authors

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| **Begins at (min)** | **Type of delivery** | **Content** | **Materials & tools** | **Who** | **Duration (min)** |
| 0 – 5:00 | Introduction | * Quick overview of session * Introduce presenters and facilitators * Explain presenters put on webcams when presenting * Participants encouraged to put on webcams during breakout sessions * Participants to keep muted, we will let you know when to unmute to contribute * For scenario exercise we’ll be using chatbox * Icebreaker: ALL to open webcams to say hello, then close | Slides | Chris W | 5 |
| 5:00 | Presentation | Key points about the CoI Policy | Slides | Ruth F | 15 |
| 20:00 | Scenarios plenary discussion | Ruth F to introduce.  Six scenarios.  Each scenario starts with a poll, then attendees can discuss and ask questions, both on chat or verbally. Presenters guides the discussion and answer questions, before moving to the next scenario.  **See INSTRUCTIONS FOR PRESENTERS BELOW** | Poll, chat, verbal discussion | Ruth F, Angela, Andreas | 30 |
| 50:00 | Prep for breakout | Introduction to the small group discussion – technically what will happen; have pre-defined questions; explain purpose: gather ideas & thoughts on challenges / solutions in implementation of CoI Policy, particularly among Cochrane Authors | Slides | Chris W | 5 |
| 55:00 | Small group discussion (4 groups) | Guided discussion on how to support authors in implementing new CoI Policy.  **See INSTRUCTIONS FOR FACILITATORS BELOW** | Word document | 1. Sally 2. Ruth T, Rachel 3. Jana 4. Dario | 20 |
| 80:00 | Feedback | Facilitators from each small group present up to 3 key points/messages from the discussion. | As above | Ruth F to moderate  Facilitators as above | 10 |
| 85:00 | Wrap up | Pointing to availabile resources at the CoI portal. What we are planning next. | Slides | Ruth F | 5 |
| 90:00 | End |  |  |  |  |

**Instructions for presenters**

* Presenters please turn on videos when participating in an exercise
* Ruth F will do the 10-15 min initial presentation on the CoI Policy.
* Ruth F will introduce the scenarios exercise, including how participants will be contributing: participants can use the chat box to submit questions or comments, or can use the ‘raise hand’ button to indicate they would like to speak.
* Chris will initiate the polls
* Ruth F will read out each scenario and leave to the participants to read the answer options and select one.
* Chris to share answers from polls
* Angela to moderate questions: read out and moderate discussions.
* Other presenters should monitor the chat box and raised hands. They can comment in the text box, or unmute themselves to respond verbally as called upon by moderator (Angela).
* Chris to monitor time and step in if required: keep an eye on the time and interrupt if needed to finish the discussion and move to the next scenario. Presenters should make effort to keep the discussion within the 5-6 min per Scenario.
* Chris will save the chat discussion following the scenarios exercise
* During the small group discussion in breakout rooms, the presenters will remain in the main room – Chris not to assign them to breakout rooms

**Instructions for facilitators**

Facilitators will have a Word document with three questions for discussion, to share on their screen:

* How can MEs support authors in the implementation of the new CoI Policy?
* What do MEs need to provide the support to authors?
* What can CET do to support MEs and authors in the implementation of the new CoI Policy?

Facilitators need to introduce the session:

* Welcome and everyone to open webcams
* Open Word document and and go over the questions
* Invite discussion and take notes

It would be useful also to open the CoI Policy (<https://training.cochrane.org/online-learning/editorial-policies/coi-policy/coi-policy-cochrane-library>) in a browser, to allow moving between the discussion document and CoI policy if needed.

If there are two facilitators in a breakout room, one can be a scribe (and move between the discussion document and CoI Policy), while the other can facilitate the discussion. If there is only one facilitator, they need to both facilitate the discussion and take the notes.

In the breakout rooms, facilitators should turn on their webcams and invite other participants to do so if they can, as that would help in the small group discussion.

If help is required, facilitators can use the ‘Ask for help’ button in the breakout room, and the host (CW) will join as soon as possible.

Facilitators should encourage everyone to participate in the discussion and mostly take a passive role, refraining from giving their views and opinions on the topic.

Chris will send messages to all breakout groups, giving them ‘10 minutes left’ and ‘5 minutes left’ warnings.

The main points from the discussion (as taken in the notes) will be shared by the facilitators in the final plenary part of the workshop, if time permits. Each facilitator would have only a minute or two to present the main points, so they should not repeat the points mentioned in the plenary by previous facilitators.