



Virtual Training Musts

For Medical Events

Follow these important tips when leading your next virtual training!

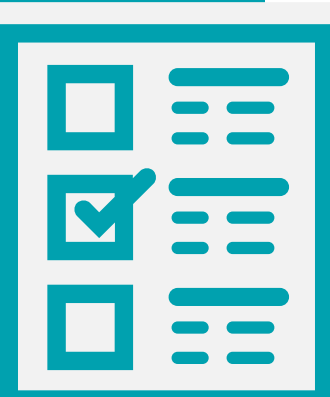
1 Identify your training goals. What does the principal investigator need to hear, what does the site coordinator need to know, and what can be done through online training.



2 Consider the regions from which the end users will be invited. Consider hosting a virtual event with smaller groups per country with translation provided.



3 Determine agenda or topics to cover. Writing out agenda or topics can help determine what should be included or whether another training option would be better for the end user.



4 Video of the presenter. Engaging audiences is a must for virtual training. End users want to see the presenter as well as hear them.



5 Survey pre event with topics most interesting to audience and rank by importance. This allows the sponsor to gauge the presentations better and to focus on what the sites want to learn.



6 In the invitation, include the name of the presenter such as the medical monitor, scientist, and key opinion leader. Knowing who will be presenting can increase attendance, much like conferences provide a list of key speakers.



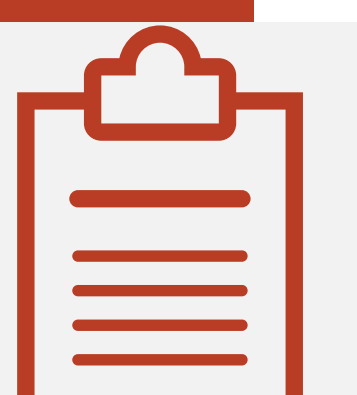
7 Use multiple polling questions. Engage your audience, make sure the dialogue is dynamic rather than just a lecture.



8 Plan in advance to prepare questions, with key opinion leader or a principal investigator, that will engage the audience. Sites are competitive and they enjoy dialogue with key opinion leaders and others.



9 Prepare questions to be asked in case audience does not want to interact. Be prepared especially when your audience may not feel comfortable speaking.



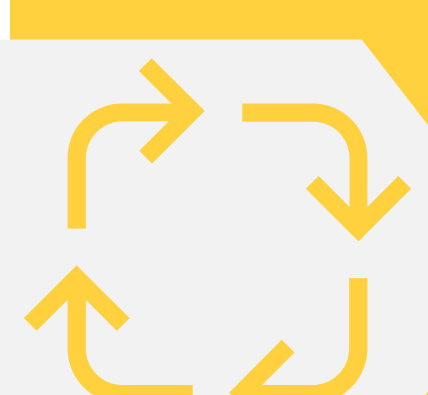
10 Keep virtual meeting under 4 hours; 1-2 hours is recommended for best attendance. Virtual events are great for respecting the sites' time and patient care. Stay focused and on point with the messages you want to convey.



11 Consider smaller groups of investigators per virtual event if possible to increase interaction and build relationships with sites.



12 Protocol amendments (non-administrative) can be discussed with investigators through a virtual event as the EC/IRB approval process is ongoing allowing sites to ask questions on current and future subjects.



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