Virtual Conference Information Sheet

Are you hosting a virtual conference for the first time? Listed below are some questions to consider so you can create a great conference that incorporates long-distance learning with the experience of an in-person conference.

What are the dates & times of the program? _____

How many people are attending your conference? _____

Registration

Do you need to process registration?	○ **Yes**	○ **No**
Do you want the CME office to handle registrations?	○ **Yes**	○ **No**

  *If no, how will registration be conducted?

_____

Is there a registration fee?	○ **Yes**	○ **No**

  *If yes, how much is the registration fee? _____

Web Conferencing Tool Features

Which of the features do you want the web conferencing tool to include?

Chat..	○ **Yes**	○ **No**
Q&A..	○ **Yes**	○ **No**
Polling..	○ **Yes**	○ **No**
Breakout Rooms...	○ **Yes**	○ **No**
Screen Sharing..	○ **Yes**	○ **No**
White Board..	○ **Yes**	○ **No**
Recording..	○ **Yes**	○ **No**
Green Screen...	○ **Yes**	○ **No**
Pre- & Post-Tests……..	○ **Yes**	○ **No**
Participant Video...	○ **Yes**	○ **No**
Other Audience Engagement...................................	○ **Yes**	○ **No**

Technical Support

Will you need external technical support? ○ **Yes** ○ **No**

Will you host faculty training for the web conferencing tool? ○ **Yes** ○ **No**

Will you have technical support for faculty during the conference? ○ **Yes** ○ **No**

Will you have technical support for participants during the conference? ○ **Yes** ○ **No**

Exhibitors & Sponsors

Will there be exhibitors at your conference? ○ **Yes** ○ **No**

Will industry be hosting any product theater sessions? ○ **Yes** ○ **No**

What features will exhibitors & sponsors need (e.g. live chat, embedded videos)?

_____

_____

Will you be utilizing pre- or post-tests? ○ **Yes** ○ **No**

If No, how will you measure participant understanding of the material?

_____

_____

Will you need ePosters? ○ **Yes** ○ **No**

Will the program allow for asynchronous learning after the conference?

○ **Yes** ○ **No**

If yes, will it be available to everyone or only the registrants?

_____

Is the program going to be accredited for credit beyond *AMA Category 1 Credit™*?

○ **Yes** ○ **No**

If yes, what kind of credit is being offered?

_____

Will the program be accredited for Maintenance of Certification Credit?

○ **Yes** ○ **No**

If Yes, which board is the credit for?

_____

Will the program have workshops outside of the main conference? ○ **Yes**   ○ **No**

If Yes, would you want to use the same web-conferencing app for them as the main conference?

_____

If Yes, please check off which functionality features you would like in the app:

Chat..	○ **Yes**	○ **No**
Q&A..	○ **Yes**	○ **No**
Polling..	○ **Yes**	○ **No**
Breakout Rooms..	○ **Yes**	○ **No**
Screen Sharing..	○ **Yes**	○ **No**
White Board...	○ **Yes**	○ **No**
Recording..	○ **Yes**	○ **No**
Green Screen...	○ **Yes**	○ **No**
Participant Video...	○ **Yes**	○ **No**
Other Audience Engagement..........................	○ **Yes**	○ **No**

We are here to help! For information about internal resources, external vendors, and anything else, contact us at cme@bsd.uchicago.edu to discuss your conference further!