



# Remote Conference Guide

## Purpose

When coordinating with OHSU’s Division of Continuing Professional Development to become a satellite conference location, it’s critical to understand your own target audience and local resources. Through local collaboration, it may be possible to keep costs minimal—making it easier to pass along the savings to attendees, which in turn helps increase participation.

Two identified models:

1. Participants register and pay a fee to cover cost of CME, meeting space and catering.
2. One or more sponsors cover the full cost of the livestream conference. Unlimited participants.

Timing	Best Practice	Rationale
<b>Prior To Conference</b>	Identify a conference	<ul style="list-style-type: none"> <li>▪ Poll your audience for desired topics</li> <li>▪ Know your targeted audience size and catchment area</li> <li>▪ Check for competing events on the date(s) of the conference</li> </ul>
	Secure meeting space	<ul style="list-style-type: none"> <li>▪ Ensure it is conveniently located for targeted providers</li> <li>▪ Ensure it is large enough and has a projector or SmartScreen TV and has a good internet connection. TEST the connection in ADVANCE!</li> <li>▪ Clinics, hospitals and CCOs can be great – they may offer the space at no cost</li> <li>▪ Is there an onsite tech support staff person? Not a deal-breaker, but definitely helpful.</li> </ul>
	Advertising	<ul style="list-style-type: none"> <li>▪ Work with DCPD on flier verbiage.</li> <li>▪ Identify all advertising channels: local newspapers, email distribution lists, clinic and hospital partners, regional AHEC office, etc.</li> <li>▪ Schedule timely reminders</li> <li>▪ Communicate weekly with DCPD on enrollment</li> </ul>
	Secure catering	<ul style="list-style-type: none"> <li>▪ Identify a caterer to cover meals and snack. Price out options.</li> </ul>

		<ul style="list-style-type: none"> <li>Will caterer deliver, or does someone else need to pick it up?</li> </ul>
	Secure staff	<ul style="list-style-type: none"> <li>Identify someone to handle logistics, including sitting in the room during the conference.</li> </ul>
<b>During Conference</b>	Printed materials	<ul style="list-style-type: none"> <li>Sign in sheets</li> <li>Name tags</li> <li>List of upcoming CME opportunities</li> <li>Instructions for staff to sign into streaming site.</li> </ul>
	Staff time	<ul style="list-style-type: none"> <li>Someone needs to be available throughout the conference for remote participants to ask questions of and for troubleshooting</li> <li>This person should greet participants, explain the flow of the day, including sign in and how to submit questions. They should also be familiar with where restrooms are.</li> <li>Staff should be familiar with IT contacts for site and DCPD.</li> </ul>
<b>After Conference</b>		<ul style="list-style-type: none"> <li>Clean up</li> <li>Invoice processing</li> <li>Work with DCPD on post-evaluation and rapid-cycle improvement for future conferences</li> </ul>

## → Budget

- Meeting Space:
- Staff Time:
- Catering:
- Cost to Participants:

## → Meeting Space

- Location:
- Max Capacity:
- Location Contact:

## → Food

- Catering Company:
- Contact Information: