

**Webinar Speaker FAQ**

The Florida Association for Healthcare Quality (FAHQ) wants you to have as much information as possible as you make your final decision to present a live webinar for FAHQ’s membership, so here are some of the most common questions and answers.

1. **How are the webinars presented?**

FAHQ live webinars are presented using the GoToWebinar online platform. Both presenter and registered attendees join by logging in to an online link with their computer and using their computer or phone to connect to the audio portion of the presentation. Speakers are asked to be visible – log in with a webcam so the attendees can see you!

1. **What do I have to prepare and have ready for my presentation?**

Presentations typically consist of a PowerPoint slide set that you present online, with FAHQ providing pdf handout versions to the attendees prior to the webinar. You may also provide up to four additional handouts to session attendees to download. GoToMeeting does allow you to show videos (mp4 or YouTube link) during the presentation. You may also create ‘polls’ to obtain information from your audience (and promote engagement) during the session.

1. **How long is the live webinar?**

While we don’t have a limit technically on the length, experience has shown us that it is difficult to hold virtual attendee attention for over a few hours. FAHQ prefers one-hour webinars but would consider 90 minutes if a speaker’s content warrants. For an hour-long webinar, the speaker should be prepared to present for 45-50 minutes with 5-10 minutes for questions, as introduction and conclusion activities for obtaining continuing education credit take a little time.

1. **What is the total time commitment?**

Time may vary for different reasons, but here is a best estimate:

* 1. *Applying as a speaker* – At this time, review and completion of application materials should take about 30 minutes to one hour. You might also spend another 15-30 minutes communicating with your FAHQ contact to set a firm date once your presentation is selected.
	2. *Preparing the presentation* – This is really something you might do a better job of estimating. If it is something you have presented before and you are just updating for the FAHQ audience, it might just take a few hours. Time required to develop from scratch depends on your familiarity with the topic and need to spend added time in researching presentation elements. Some estimate a minimum four hours to prepare a one-hour presentation (see item # 5).
	3. *Just-in-time training to use GoToWebinar* – FAHQ presents each webinar with one or two moderators from our Professional Development Team to assist the speaker. To make sure we are all up to speed with how the platform operates, you will be asked to attend a 30-minute virtual meeting (using GoToWebinar) approximately one week prior to the scheduled webinar. In addition to learning how to operate GoToWebinar, we will review the script set up for your specific webinar for introductions, announcements, managing questions, and closing the webinar.
	4. *The actual webinar day* – You will be asked to log in to GoToWebinar 15-30 minutes before your webinar is scheduled to start. This way your moderator(s) can make sure the technology is working correctly and that you have everything you need to be successful.
	5. *Following the webinar* – Immediately following the webinar, your comments are welcome regarding what went well and what could be improved. This very short debrief while still online following the presentation may be all that’s needed for feedback, or your moderator may reach out by email to obtain more information as needed. You will be given feedback regarding attendee evaluations, and it is up to you how you use that information and how much time it takes.
1. **So, what’s in it for me if I present a FAHQ webinar?**

There are some intangible benefits such as supporting your state’s healthcare quality association and those members needing continuing education credit for professional re-licensure and/or recertification as a CPHQ. Your motivation could include an interest in contributing to the field of healthcare quality by sharing your experience or developing your own presentation and leadership skills. If you are a CPHQ and need a little more concrete motivation, you can receive four hours of CE credit toward recertification for each hour’s presentation. Details found on page 6 of the **2023 CPHQ Recertification Handbook**, found on the [**NAHQ website**](https://nahq.org/individuals/cphq-certification/recertify/).

Other questions regarding your responsibilities and commitment as a webinar speaker? Please feel free to contact the us at webinars@fahq.org.