SGIM ANNUAL MEETING 2018
DENVER, CO
APRIL 11–14

Workshop Preparation Webinar

Agenda

Review best practices for teaching workshops

Carla Spagnoletti MD, MS - SGIM Education Committee, Co-Chair

Review key details, timeline of workshop preparation
Call attention to differences in length from prior SGIM meetings
Social Media Push for #SGIM18

Brad Crotty MD, MPH - Annual Meeting Planning Committee, Workshop Chair

In addition to this webinar, please review the #SGIM18 Annual Meeting Website for details

https://connect.sgim.org/sgim18/**submit/round-one/workshops**

Workshop Presentation Tips

Carla Spagnoletti MD, MS

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Optimizing the Preparation Phase

- As the workshop leader, set a timeline with deadlines

- Provide collaborators with expectations
  - Material presented should be evidence-based if possible
  - Presenter should prepare themselves to be "expert" on their assigned topic or role

- Conference calls or meetings should be held periodically with the entire group

Optimizing the Preparation Phase

- Didactics are usually in PowerPoint
  - Avoid busy slides
  - Use 20 font at minimum (28-44 is best)
  - Consider using simple animation effects
  - Minimize clip-art, images to only those necessary to demonstrating your point

- Prepare and make copies of in-workshop and take-home materials

- Adhere to the meeting's deadlines for handouts or inclusion of workshop materials on website

- Hold a "dress-rehearsal" before (or at) the conference

Workshop Structure

- Incorporate both didactic and interactive components

Ratio of Interactive to Didactic

1/3
2/3

Didactic
Interactive
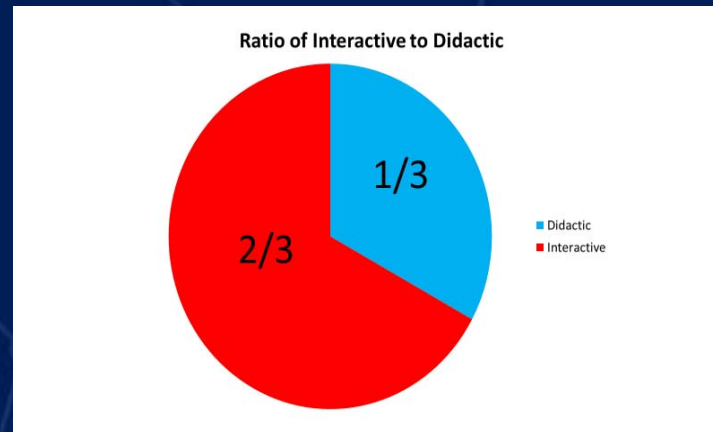
- Didactic component is best for:
  - Background
  - Info needed to participate in interactive component or that answers questions generated by interactive component

Workshop Structure

- Participants learn more with interactive component
  - Poll Everywhere
  - Demonstrations (in-person or video clips)
  - Talk to your neighbor
  - Variety of small group break out activities depending on your topic
    - Cases to stimulate discussion
    - Learning or skills stations
    - Question/answer sessions conducted by small group facilitator
    - Modified team-based learning
    - Role-play activities

- Avoid flipped classroom approach and activities that require a lot of seating rearrangements

Steps for Effective Use of Demonstration

1. **Prime the demo:**
   - "We want you to specifically watch for…."
   - "Take notes on what you like/don't like about…"

2. **Present it live (performed by workshop faculty) or via video clip**
   - If live, letting audience decide details of scenario may make it more engaging
   - Make sure demo is brief and can be seen/heard by all
   - DOES NOT need to be perfect

3. **Debrief the demo:**
   - "What did you notice?"
   - "What went well?"
   - "What could be improved?"

Tips for Effective Use of "Talk to Your Neighbor"

- **Utilize when:**
  - Minimal problem-solving needed
  - You are short on time
  - When room set up doesn't allow for much movement or interaction
  - Topic or task is potentially difficult/sensitiveTask is best accomplished by a handful of people

- **Give specific instructions:**
  1. "Turn to your neighbor." or "Talk in groups of 2 or 3."
  2. "Take 2-3 minutes to discuss…"
  3. "Write down your top 3 ideas…"
  4. "We'll ask a few groups to share their ideas with the large group."

Small Groups "How-To"

- Ask for round tables in advance

- Aim for groups of 5, max 10 depending on task and room

- Give participants clear instructions on how to break up and what they are going to do, including timing
  - Use methods conducive to small group teaching (see above)
  - Station a workshop faculty at each group table if possible, to keep groups on-task

- Make groups accountable
  - Ask teams to report back to large group via representative or team voting (TBL)
  - Hand-in product created

Game-Day Workshop Tips

- Arrive early to prepare the room
  - Make sure tables/chairs are set up the way you want them
  - Check AV equipment and ensure Powerpoint, sound and videos are working properly
- Start on time (no more than 3 minutes late)
- Briefly get to know your audience
  - Do an icebreaker to assess prior knowledge, experience with the topic
    - "How many consider yourselves novice on this topic? How many expert?"
    - "Raise your hand if you are a resident or fellow. Junior faculty? Senior?"
  - Glean what they hope to accomplish by attending
    - "Why did you choose this workshop to attend?"
    - "What are you hoping to learn today?"

Game-Day Workshop Tips

- Try not to deviate from your pre-determined timeline
  - Designate a time-keeper
  - Ask people to hold questions until they are invited
  - Be prepared to make small changes to the plan if running behind

- Utilize effective presentation skills
  - Eye contact, smile, don't read directly from slides
  - Make sure what you are saying is congruent with what is on your slides

- Politely remind participants to complete an evaluation

- Remain available after your workshop is over for one-on-one questions

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2:55
◄ App Store

← Session

Workshop
WD09 : Using Videos to Educate Providers and Patients
11:30AM - 12:30PM, Thu Apr 20

Add to Schedule   Notes

SGIM17 Session Evaluation Form   ›

DESCRIPTION

Session Coordinator: Arshiya Baig 2

Additional Faculty: Vineet Arora 2, Valerie Press 3, Monica Peek 1
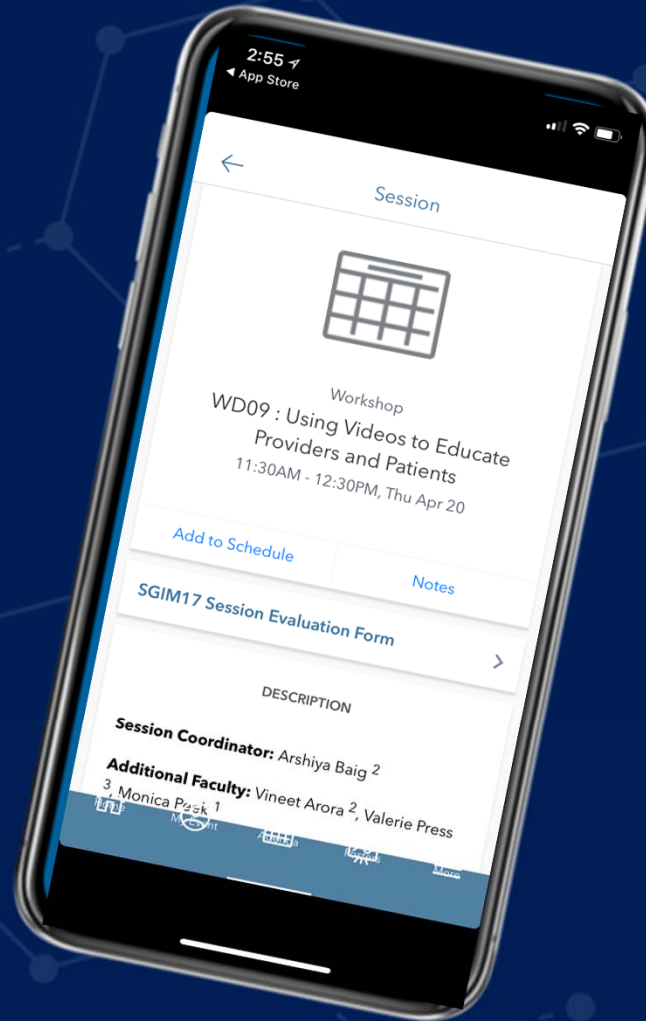
Key Dates

- **April 4, 2018: SGIM18 App Launch Date**
    - Lookout for an invitation email from registration@sgim.org to download the App
    - Accessible from desktop, tablet, or mobile phone

- **April 9, 2018: Presenter Slides & Handouts due in SGIM18 App**
    - Upload instructions via desktop will be provided
    - Updated presenter slides/handouts can be uploaded at any time
    - Please inform attendees if major changes in slides

- **April 11,-14, 2018: 2018 SGIM Annual Meeting in Denver, CO**
    - Enjoy the meeting!

Questions & Resources

- **Questions from Webinar Attendees**

- **Presenter Page: https://connect.sgim.org/sgim18/submit/present**

- **Questions?**
  submissions@sgim.org