Podcast Club
FACILITATOR GUIDE

Overview
The purpose of the ONS Podcast Club is to provide a collaborative environment for nurses to earn NCPD while learning about current hot topics in oncology nursing. Please note that not every ONS podcast offers contact hours. To locate podcasts with contact hours available, visit the ONS Learning Library here. Contact hours and evaluation deadlines vary, so ensure you are updating your accompanying PowerPoint to reflect the correct amount of NCPD and the specific deadline for each evaluation.

Requirements
- Access to a laptop or desktop computer
- Internet connection
- Zoom or other virtual meeting platform
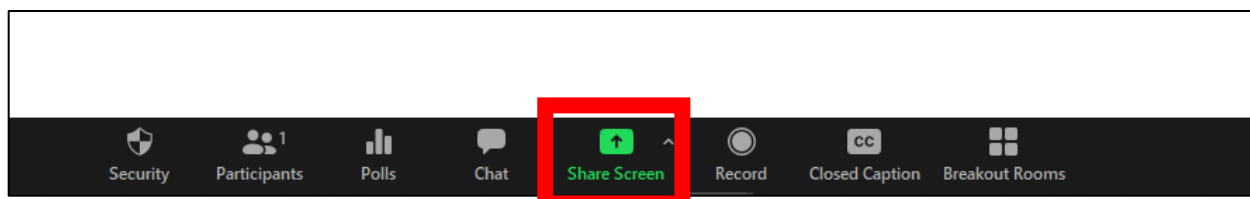
Preparing for Your Meeting
- Test your internet connection prior to the meeting to ensure you have a stable connection.
- If you are an ONS chapter in need of a Zoom license, please contact chapters@ons.org.
- Consider a co-facilitator in case you are disconnected during the meeting. The co-facilitator can manage the meeting in your absence until you are able to reconnect.
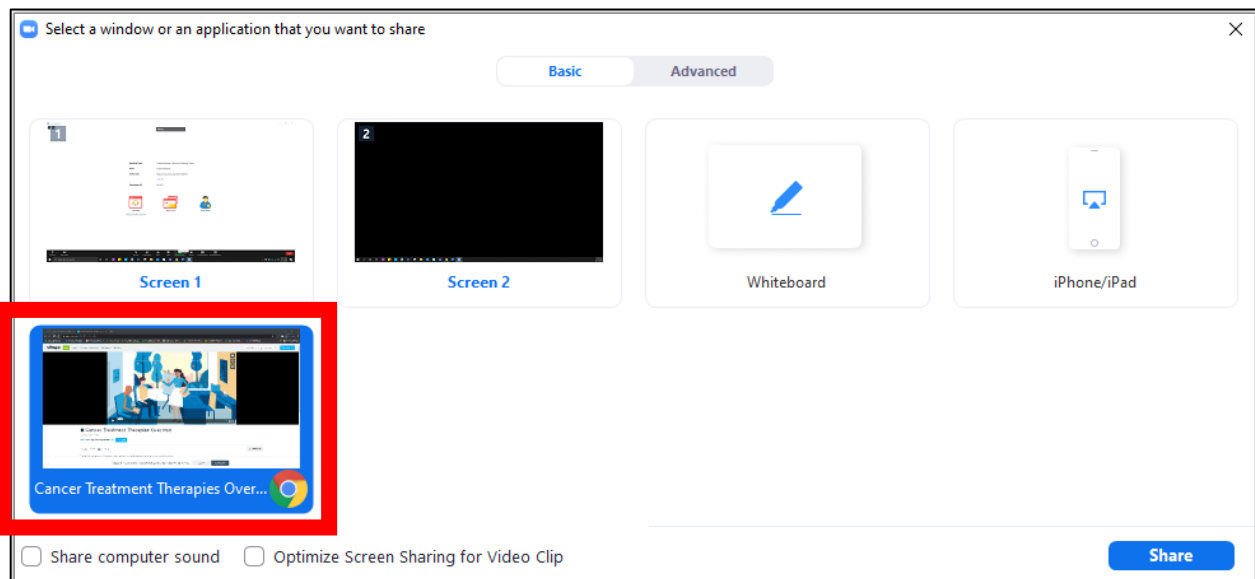
Zoom Help Resources
- Sharing Your Screen
- Sharing Computer Audio
- Testing Computer or Device Audio
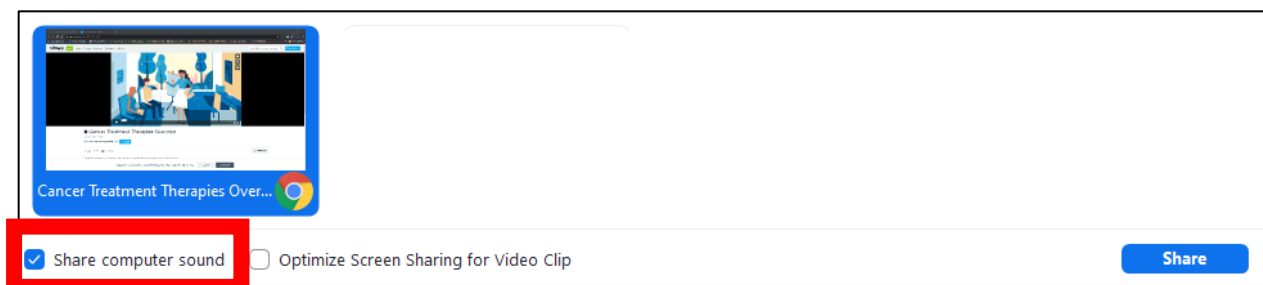- Recording Zoom Meeting

Starting the Meeting

When starting the presentation, you will want to share your screen or the specific browser window you have the PowerPoint in.
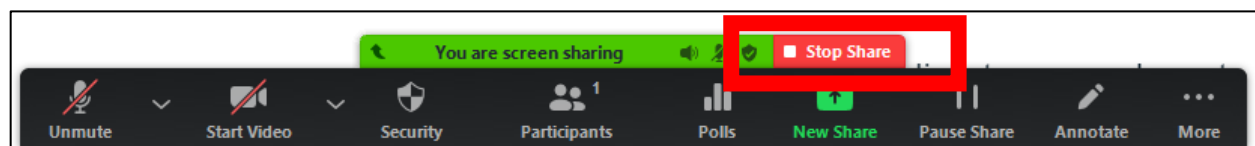
When selecting the screen/window to share, you will see a check box in the lower left corner titled "**Share computer sound.**" Be sure to click this box as this will directly share the audio from the podcast playing on your computer. If you forget to click the box at this time and are already sharing your screen, you can also click the "More" button and click "Share Computer Sound."

Click play on the podcast. Remember mute your microphone once you start playing the podcast to minimize any background noise from your microphone. Be sure to unmute yourself when you begin the discussion following the podcast. At this time, if you would like, you can include the PDF of the slides in the chat by selecting "File" and attaching the appropriate PDF file.

Once the podcast is complete, you can exit full screen mode by clicking "exit full screen." You may then stop sharing your screen. Click "stop share."

Claiming NCPD

You will need to provide the attendees with the evaluation instructions. We would recommend copy and pasting the instructions below into the Zoom chat a few times throughout the meeting. Advise attendees to copy the instruction, bookmark the link, or take a screenshot if they plan to complete the evaluation later. In addition, if you are collecting RSVP's or registration for your meeting and have a list of attendee email addresses, you can send the evaluation link to attendees following the meeting via email. We just ask that you and the attendees do not distribute the evaluation instructions to individuals who did not attend the meeting.

You can find the link to the evaluation on the individual podcast page, which can be searched on the ONS Learning Library.