

Thank you for supporting DCVMNs webinar programme.

1. Purpose

- To facilitate regular sharing of up-to-date and pertinent information between members and partners.
- The primary focus is scientific rather than marketing.

2. Planning

- Frequency: one to two per month, depending on demand.
- Time: If one / month, the default time is mid-month, Thursday 9 a.m. Central European Time. This accommodates most member time zones.
- Presenters: partners, resource members and global health organizations are given priority.
- Bookings: 4-6 months in advance (but changes do happen).

3. Bookings

- An Outlook invitation will be sent to Presenters containing the event details (link and Panellist password) to book the agreed presentation time.
- In addition, an automated invitation from Webex can be sent. This will contain an iCal file -click "Accept" to accept it.
- Check that the iCal file has populated your calendar with the event details (link and Panellist password are required to join the Event).

4. Information requirements

- Please provide the following details as soon as possible to maximize the notification time:
 - company logo,
 - catchy title,
 - speaker details: name, title and job role, email, 50-word bio, photo.
- DCVMN will add the event to the Upcoming Events page on the website: <https://www.dcvmn.org/events>

- DCVMN will set up an event page in Webex Events and share the link and password with presenters.

5. Audience

- Topics: global updates / trends relevant to the vaccine industry, specialist or technical topics. See: <https://www.dcvmn.org/-Webinar-materials-13->
- Audience: depends on topic - usually mid- to senior-level technical and specialist staff,
- Numbers: 8-70; one connection often represents a group.

6. Format and options

- Platform: Webex Events, live event (usually, pre-recorded is also possible)
- Panellists / Presenters: there may be multiple Panellists. The person who is addressing the audience is the Presenter.
- Host: someone from DCVMN coordinates and controls the Event.
- Duration: 1 h total.
- Often slide based (e.g. Powerpoint, Prezi). Animations or video – subject to a practical size limit.
- E.g. short introduction, 45 min. for presentation, 10 min for discussion and Q&A.
- Attendees are on mute and normally interact by typing into the Chat or QnA boxes. Alternatively, a raised hand signal can prompt the Host to Unmute an Attendee.
- Short electronic surveys (“polls”) are possible. Results can be displayed to attendees, either anonymously or publicly.

7. Practice session

- To test connectivity, audio and (if required) video -ideally using the same infrastructure as for the event.
- To go through Presenter controls for Webex Events: broadcast control, mute, page controls, pointers / erasers, sharing of screen (as applicable), private practice session.

- To discuss presentation preferences: e.g. surveys, arrangements for multiple speakers, during-presentation pauses for questions, chat box activity, QnA handling, surveys.
- Check permissions: for posting slides, recordings on the DCVMN website after the event. <https://www.dcvmn.org/-Webinar-materials-13->

8. Day Before Event Day

- Unless agreed otherwise (e.g. for automations that will be shared directly), please ensure that presentations reach the DCVMN webinar host at least 24 h before the event to allow for testing on the platform.

9. On Event Day

- All Presenters should connect at least 15 min. ahead of start time to test the connection.
- The Host will start with welcome, instructions and an introduction to the speaker (from the bio provided).
- Control of the broadcast will be transferred to the Presenter.
- At the end of the event, the Host or another Presenter can join the Presenter for a QnA or discussion session.

10. Data

- Attendance data is analysed for number of connections, companies and countries.
- The event can be recorded.
- Surveys, Chat and QnA data can be saved.

For assistance, contact Maureen Dennehy, m.dennehy@dcvmn.net.