



## BSIR Webinar Guide for Members

Written by the Education & Training Committee 2024-25

Thank you for your interest in producing a webinar. These are generally very well attended, provide an excellent learning resource for our members, and offers a fantastic opportunity to get stuck into a topic that you find interesting, needs an update or you think should have more exposure. Don't be afraid to approach speakers you don't know, or indeed volunteer to speak yourself. This is an opportunity to share knowledge, not a platform to prove you can perform! It can take some effort but, but, in our experience, is highly valued and extremely rewarding.

### Process

1. Review previous webinars and identify a topic void or one which needs updating [[Past Webinars](#)]
2. Submit proposal to Education and Training Committee for approval, by emailing Abbey([abbey.templarphillips@bsir.org](mailto:abbey.templarphillips@bsir.org))
3. Once approved, you will need to
  - a. Recruit 3-5 speakers - these can be your local faculty or expert speakers from across the country (or globe!)
  - b. Recruit 1-2 webinar moderators to introduce speakers, take questions and chair panel discussion.
4. Once approved, you will liaise with Abbey to
  - a. Agree appropriate dates which will fit in with other planned online events. We recommend booking a date as soon as you have confirmed faculty.
  - b. Agree webinar platform logistics
  - c. Agree plan for advertising via BSIR email and social media channels (which will be done by Abbey)
5. It is advisable to hold a meeting with webinar faculty and Abbey in advance of the event to
  - a. Discuss and confirm content and identify pertinent topics for panel discussion
  - b. Test the webinar platform

### Ideas for webinar format

- Typically, 90 minutes duration commencing between 1800-1900 on a weekday.





- The topic can be presented however you see fit. Previous webinars have commonly involved the following:
  - Topic split between presenters (total 50 minutes) e.g. background, diagnosis, treatment, complications etc)
  - Audience Q&A session/s timetabled between speakers or at the end (total 10 minutes)
  - 30-minute expert round table discussion

The Education and Training Committee are delighted to support your efforts so please do not hesitate to contact the Committee Chair or ask Julie whether you can join us at our next Committee meeting to discuss your ideas.

Good luck and enjoy!

Please note: this guide is for BSIR Members. If you are an industry partner and would like to discuss a sponsored webinar, please contact Abbey on [abbey.templarphillips@bsir.org](mailto:abbey.templarphillips@bsir.org)

