Procedure for Virtual GrapeVine Sessions

1. **Setting up your session via your preferred virtual meeting/webinar platform.**
   a. Schedule as a live webinar so that you can answer questions and respond to your audience in real time. We do not want, or need, sessions to be recorded.
   b. Use WWHF-provided language for unit description and objectives. We will provide a document with this language for all units.
   c. Set up registration to collect name, e-mail address and physical address (physical address is optional but needed if the participant wishes to receive the unit incentive post-session).
   d. Upload presentation handouts ahead of time for participants to access and download during presentation. Not all webinar platforms offer this option, so please use one that does.
   e. We recommend setting up e-mail confirmations to be sent to both you and your registrants, so you can keep track of how many people to expect. It may be helpful to include in your confirmation to registrants a link to the webinar platform's FAQs (to help those who may be new to attending a webinar). [Example](#)
   f. We also recommend setting up reminder e-mails to go out to registrants prior to the live webinar (i.e. one day before, one hour before). For follow-up we recommend sending a personal email from your individual account.
   g. An example of webinar registration can be found here: https://attendee.gotowebinar.com/register/1827249093941439757

2. **Promote the session.**
   a. Share the registration link via email, on your social media, and with organizations who may be involved with hosting the session (i.e. library, health department).

3. **Facilitate the session.**
   a. Practice beforehand to troubleshoot any potential issues, and to make sure audio and mic work!
   b. Please ensure that you will not have any disruptions during the webinar from other individuals (coworkers, family, children, etc.).
   c. At the time of the session, pull up the presentation slides in PowerPoint, and put it into presentation view. Using the webinar toolbar, share your screen, so participants can see the slides. Use your GrapeVine binder to access and read the slide scripting.
   d. The option is up to you if you would like to share your webcam, so that the participants can see you as well.
   e. Make sure all participant mics are muted to avoid feedback and distracting noises.
   f. Keep in mind that some parts of the presentation may have to be adapted because of the online format. Plan ahead!
      i. For any handouts where you would normally complete a paper version with participants during the session (i.e. disease risk assessments/screenings, SMART goals), you can provide available online links at the appropriate time during the presentation, or make reference to the handout in the webinar attachments and have participants fill it out on their own time after the session. Another option is to have them use the handout for reference and write their responses on a blank piece of paper instead. For any questions with this, please contact the WWHF.

ii. For questions in the script that are posed to the audience to create discussion, we recommend utilizing the webinar chat feature. Encourage participants to type their responses so that you may read them aloud.

iii. **Post-session surveys still need to be completed!** However, instead of collecting paper surveys, send out a link to the online survey in your follow-up e-mail. A link for the session survey, is included in the sample email below.

iv. Remind participants of the incentive. If they provide(d) a mailing address, they will be sent one.

4. **Wrap up.**

   a. Send the WWHF a copy of your attendee list with their names, e-mail addresses, and physical mailing addresses as applicable, so that we may follow up appropriately. At this time, Nora will send you the Session ID # and Session topic to be used in the email below.

   b. Shortly following the end of your session, send a thank-you e-mail to all participants that includes a pdf of the PowerPoint slides and handout attachments, **as well as the link to the post-session survey**. Sample:

   Dear Webinar Participant-

   Thank you for attending today's GrapeVine webinar on **"[INSERT TITLE]"**! I'm so glad you tuned in to have a discussion together, and I hope you learned some valuable information about caring for your health. For your reference, a copy of the presentation slides is attached, as well as the presentation handouts. If you provided your mailing address, you will also receive a small thank you gift from us for attending.

   At your earliest convenience, PLEASE USE THE FOLLOWING **LINK TO COMPLETE THE POST-SESSION SURVEY.** This is a requirement by our GrapeVine funders to help track program outcomes. All answers you provide are 100% anonymous and confidential. When asked, **the session ID # is [INSERT ID FROM NORA]**. The **session topic is "[INSERT SESSION TOPIC FROM NORA]".**

   Again, we thank you for participating, and we look forward to our next health discussion (upcoming opportunities here via: Facebook or Registration List). Until then, stay safe and healthy!

   Best,

   Chelsea

   c. Complete the partner report form using the following link: https://www.surveygizmo.com/s3/1488962/GrapeVine-Session-Report-Form

   d. It may be helpful to send out another post-session survey reminder e-mail to attendees a few days following the webinar as well.