

Webinar Wednesdays with AOCD

Attendee Guide



American Osteopathic College of Dermatologists

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Any questions or comments regarding AOCD Webinars may be forwarded to swood@ao.cd.org

Schedule

Each webinar will be held at 7:00 pm Central / 8 pm Eastern.

The American Osteopathic College of Dermatology is accredited by the American Osteopathic Association to provide osteopathic continuing medical education for physicians.

The American Osteopathic College of Dermatology designates each program for a maximum of number of AOA Category 1-A credits determined and will report CME and specialty credits commensurate with the extent of the physician's participation in the activity.

Target Audience for CME webinars is practicing dermatologists, residents, students, etc.

Course Pricing

American Osteopathic College of Dermatology Member	\$50.00
Non Member	\$75.00

Registration Form

Register online at www.aocd.org Forms may also be downloaded and mailed or faxed to our office. Online registration will close two hours prior to the webinar.

AOCD PRIVACY POLICY

The American Osteopathic College of Dermatology (AOCD) is committed to maintaining the privacy of the personal information of visitors to its site, including AOCD members. We will never sell members' personal information, including addresses, telephone numbers, and email addresses. Our policies are designed to disclose the information collected and how it will be used. The terms of the privacy policy do not govern personal information furnished through any means other than this website (such as by telephone or mail). We will make every attempt to only provide professional office addresses of our members, since these can be obtained through internet searches.

Grievance Policy

The CME Committee handles grievances. Grievances are brought to the committee by program critique summaries, email and/or phone correspondence with staff and committee members and correspondence from the membership. The committee will review the grievance and its recommendations are then submitted to the board of trustees for final approval.

Email Address and Other Personal Information

Personal information such as postal and email addresses that you provide to the AOCD through our website may be used internally for maintaining member records, marketing purposes and alerting customers or members of additional services available. Such information may also be provided to selected vendors that AOCD believes may have products or services of interest to our members. Phone numbers that you provide may also be used by the AOCD when questions about products or services arise.

Credit Card Information

All credit card transactions are conducted over a secure connection. Credit card information is not stored.

Course Evaluation and Survey Information

Each CME Activity is accompanied by a Post-CME Activity Evaluation. Some evaluations are required, while others are optional. The evaluations collect personal information including name and email address. We may also collect information to assess the effectiveness of our programs, such as your achievement of learning objectives, changes you plan to implement in your practice and your feedback on the course content and speakers.

CME Activity Information

As part of our CME program, we collect information to maintain a record of participation. We collect personal information, including your name, phone number and email address. We also collect responses to quizzes and tests to assess your understanding and performance. We may also collect information to assess the effectiveness of our programs, such as your achievement of the learning objectives, changes you plan to implement in your practice and your feedback on the course content and speakers.

Online CME Registration Funds Policies

Cancellation Policy—Notification of cancellation received prior to the beginning of a scheduled webinar will result in a full refund of the registration or transfer of funds to one of the next two scheduled webinars.

No-Show Policy

Registrants who do not attend the corresponding live webinar are not eligible to receive a refund of their registration fee. This registration fee may be transferred to one of the next two scheduled webinars for their use.

Information Shared with Third Parties

We may share some of your identifiable CME data with AOCD-approved Third Parties of the CME Program. If you register for programs and request credit, we share your CME data with the Third Parties responsible for administering those activities. Your information may be shared with:

- ❖ Accrediting bodies external from the AOCD for which you seek credit.
- ❖ Credit card processing Third Party vendors for payment of registration fees.
- ❖ Any Maintenance of Certification program for which you register.
- ❖ Other service providers, if you wish to receive credit, with your permission.

Tips for Presenters and Attendees

What equipment do I need?

Before the day of the meeting, make sure you have access to:

- ❖ A computer with a stable Internet connection
- ❖ A webcam - built-in or external attachment
- ❖ A microphone & speakers/headphones to [join via computer audio or a phone to join via phone audio](#)
- ❖ Zoom App installed - <https://zoom.us/download>(no account sign-up required).
- ❖ Test your Zoom connection, audio, and try using the Zoom app's functionality before the meeting, at <https://zoom.us/test>. Questions about using Zoom? Check out [Zoom's FAQs](#).

Connecting to the meeting

Watch your email! All registered participants will receive an email with your unique access links. Please note, that the Zoom access links in this email are unique to your participation – forwarding or sharing these links could impact your ability to access the meeting. Be sure to check your junk or spam folder. If you do not receive the invitation, please email us at swood@aocd.org 24 hours prior to the webinar.

What happens when I click on the session Zoom links?

When joining any of the sessions, you'll enter a "waiting room" until the session begins. We will let you in a couple minutes before the session starts so that we can begin on time. By default, your audio will muted when you join a session.

What do I do if I have connection issues?

If you have any issues connecting, first try to close out of Zoom and rejoin the session. If that doesn't help, you can take a look at [Zoom's Troubleshooting page](#), their [FAQs list](#), or search their online [Help Center](#).

Pro Tips

- ❖ For computer audio - use headphones to reduce echo or feedback.
- ❖ Unmute yourself quickly & easily by pressing and holding your space bar; great for a quick comment or question!
- ❖ When your webcam is on, center yourself in the screen & avoid backlighting or lighting that washes you out.
- ❖ You are welcome to use a virtual background, if you'd like, as long as it is not distracting.
- ❖ Sharing your video may slow your connections; if you experience a choppy connection while using your video, try stopping your video to see if that helps.
- ❖ Switch up your view! Click on the icon in the top right corner of your Zoom screen to toggle between "speaker view" and "gallery view". [See Zoom's changing the video layout page for help.](#)

Virtual Meeting Etiquette

Consider following these best practices to optimize the meeting for all.

- ❖ Feel free to send someone a compliment on their comments or questions in the meeting chat.
- ❖ Keep chats and comments appropriate, courteous, and professional.
- ❖ If you're a Zoom pro, help answer technical questions from other attendees in the chat!
- ❖ Please avoid sharing unconstructive or hurtful comments or feedback—whether via verbal comments or chatted messages—that make others feel unsafe or not valued.
- ❖ Eliminate excessive background noise
- ❖ Use headphones to avoid echoes
- ❖ Do not use offensive background images
- ❖ Don't dominate the conversation
- ❖ Don't talk over other attendees
- ❖ Do not use meeting chats, private chat messages, or breakout rooms to solicit or market your business or services to other meeting participants.