



NAQC Webinar Series for 2014/2015!
*Learning from Current Literature and
Practice!*

**The FY2015
NAQC Annual Survey of Quitlines
Training Webinar**
Monday, August 31, 2015
3:00 PM – 4:00 PM (ET)

Conference Number: 1 (866) 614-2162

Participant Code: 382-354-4665

To join the meeting:

<https://naquitline.adobeconnect.com/webinarseries/>

If you have never attended an Adobe Connect meeting before:

Test your connection:

https://naquitline.adobeconnect.com/common/help/en/support/meeting_test.htm

Get a quick overview:

<http://www.adobe.com/products/adobeconnect.html>

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Please use the following Internet browsers: Firefox (<https://www.mozilla.org/en-US/firefox/new/>) or Google Chrome (<http://www.google.com/chrome/>) for PC or Safari (<http://www.apple.com/safari/>) for Mac.

Helpful Tips and Resources

*6 mute your line

*6 unmute your line

00 operator assistance

Technical Contact: Natalia Gromov at 800-398-5489 ext. 701 or ngromov@naquitline.org

Webinar Series Page:

<http://www.naquitline.org/?page=conferencecalls>

Webinar Series Archive:

<http://www.naquitline.org/?page=pastseries>

NAQC Calendar:

http://www.naquitline.org/events/event_list.asp

NOTE:

Upon login you will be asked to sign-in as a **Guest**. Simply include your **full name** as well as the **name of your organization** and press “enter room”.

Please join at least **5 minutes** before the start of the call to allow adequate time to resolve any technical issues if they occur.

Webinar Learning Objectives

During the webinar, we will present information on the FY2015 NAQC Annual Survey:

- *Understand FY2015 NAQC Annual Survey major topics*
- *Understand major changes from the FY2013 survey*
- *Access and use SurveyMonkey*
- *Know how to indicate “unable to report”*
- *Know where to get help*

- *Understand how survey data will be used*

Agenda

3:00-3:05 Welcome Agenda review <i>Maria Rudie, MPH, NAQC Research Manager</i>	<ul style="list-style-type: none"> • Review technology and ground rules • What is the purpose of today's webinar?
3:05-3:40 Presentation <i>FY2015 Annual Survey of Quitlines Training Webinar</i> <i>Maria Rudie, MPH, NAQC Research Manager</i>	
3:40-4:00 Questions and Discussion <i>All</i>	<ul style="list-style-type: none"> • Audience members are invited to ask questions.

Tips for Successful Webinar

Each webinar will include 45-50 NAQC members and guests. For this reason, and in order to ensure that the webinar is as effective as possible, we ask that you adhere to the following:

Before the webinar:

- **Remember, these calls are reserved for registered participants only.** Please do not forward dial-in information to colleagues who are not registered.
- Please try to test your connection to the webinar application at least one day prior to the session to troubleshoot any technical issues.
- **Review the background materials for the webinar.** To access all webinar materials please visit the NAQC calendar on the member-only site, click on the date of the webinar for which you are registered and download the appropriate documents.

During the webinar:

- **Please connect to the webinar and teleconference line several minutes before the start time.**
- Please keep your phone on mute in order to keep background noise to a minimum. IF YOU DO NOT HAVE A MUTE FUNCTION ON YOUR PHONE, PLEASE PRESS *6 TO MUTE and *6 UNMUTE YOUR PHONE. THANKS!
- Please do not use the "hold" button on your phone during the webinar, as it will play hold music or beeps audible to other participants. Instead, use your phone's "mute" or "mic" button. If there is an emergency, feel free to hang up and call back.
- State your name and organization before asking a question or making a comment.
- Please use the Chat/Q&A function on the webinar page to ask a question or please feel free to state your questions and comments during the session.
- If you need technical assistance, press 00 to speak to the operator.

Ten Ground Rules for Being an Effective Virtual Meeting Participant

1. **Only attend when I am willing and able to fully show up.** Being a bystander is a waste of everyone's time.
2. **Come prepared.** Ask for an agenda and handouts ahead of time. Schedule 15 minutes to prepare for the meeting/webinar – if I don't need it I can have the time back. Do the pre-work. Make notes and be ready with questions.
3. **Test the technology ahead of time.** Log in the day before to ensure full access to whatever online technology is being used. Check my headset.
4. **Turn up early.** Put the web address and teleconference details in my calendar. Set the reminder 15 minutes ahead of the call.
5. **Remove distractions.** Schedule a quiet place to participate from. Clear my desk and computer desktop. Turn off email & instant messaging. Put my cell phone aside. Put a note on my office door.
6. **Take responsibility for my own participation.** Don't plan to do any "catch up" activities during the call. If I catch myself multi-tasking, close my eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space.

7. **Be aware of air time.** Fully participate while allowing others to do the same. Speak my name before making a comment.
8. **Be aware of who else is on the call.** Make a note of those asking interesting questions or contributing provocative comments. Who do I want to connect with again after the call?
9. **Support the facilitator.** Laugh at jokes, acknowledge questions, pay attention. Keep off mute when possible.
10. **Have high expectations.** Do a mental evaluation at the end of the session. Send off a quick email to the facilitator – thank them for what worked well; make constructive requests for future events as needed.

From: <http://www.facilitate.com/>