



N O R T H A M E R I C A N
QUITLINE
C O N S O R T I U M

2012 NAQC Special Webinar

A Draft Research Agenda for Quitlines: Feedback from Members

April 19 at 12:00-1:30 PM ET

To join the webinar, please use the link below:

<https://www.livemeeting.com/cc/naquitline/join?id=CGHZ58&role=attend&pw=NAQCseminar2011>

You will also need to use the call-in information here:

Call-in number: +1 (866) 614-2162

Conference code: 583-774-6084

Note: *to view the slides before the call, please join the webinar at least 5 minutes prior to starting time (they will be located in the handout section on the left hand side of the screen).*

FIRST-TIME USERS

To save time before the meeting, check your system to make sure it is ready to use Microsoft Office Live Meeting (<http://go.microsoft.com/fwlink/?LinkId=90703>).

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If you have technical questions related to accessing the webinar materials or logging into the LiveMeeting system, please contact **Natalia Gromov** at 800-398-5489 ext. 701 or via e-mail at ngromov@naquitline.org.

TROUBLESHOOTING

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Meeting ID: **CGHZ58**

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NOTE: *In order to have access to all webinar features, please use the following Internet browsers: [Internet Explorer](http://www.microsoft.com/windows/internet-explorer/default.aspx) (<http://www.microsoft.com/windows/internet-explorer/default.aspx>)(PC) and [Safari](http://www.apple.com/safari/)(<http://www.apple.com/safari/>) (Mac).*

Webinar Learning Objectives

By the end of this webinar, members will:

- *understand the major topics covered by NAQC Research Agenda for Quitlines;*
- *understand how the Research Agenda for Quitlines was developed and how it will be used by NAQC;*
- *be able to access the evaluation survey; and*
- *understand how their feedback will be used by NAQC.*

Agenda

12:00-12:10	Welcome and Introductions <i>Jessie Saul, Ph.D.</i> <i>Director of Research</i> <i>North American Quitline Consortium</i>	<ul style="list-style-type: none">• Review technology and ground rules.• Introductions.• What is the purpose of today's webinar?
12:10-12:40	Presentation of the Research Agenda for Quitlines <i>Jessie Saul, Ph.D.</i> <i>Director of Research</i> <i>North American Quitline Consortium</i>	<ul style="list-style-type: none">• Why develop a research agenda for quitlines?• How was the Research Agenda developed?• Overview of the research agenda topics• How does NAQC plan to use the research agenda?
12:40-1:10	Questions and Discussion	<ul style="list-style-type: none">• Please ask questions during the call or send them to jsaul@naquitline.org after the webinar.
1:10-1:30	Participants Provide Feedback via the Evaluation Survey	<ul style="list-style-type: none">• Please provide your feedback by visiting the following link https://www.surveymonkey.com/s/Q8P956H

Tips for Successful Webinar

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

Before the webinar:

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

During the webinar:

- **Please connect to the seminar 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/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 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 *0 to speak to the operator.

After the webinar:

A link to a www.surveymonkey.com online evaluation survey will be provided to you following the seminar. Please take a few minutes to complete the survey so that we can continue to improve the seminar series.

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/blog/index.php/2009/10/virtual-meeting-ground-rules/>