**ACCME 2020 Online**
*Staff Training Plan*

1. Define Staff Roles
	* Roles
		+ Host
		+ Tech Manager
		+ Media Liaison
	* Identify what is needed for each session type
2. Staff Briefing - All Staff Meeting
	* Review Meeting agenda & session types
	* Review rolls
	* Discuss training plan
3. Assign Staff Roles
	* Create “Teams” that will be the same for all days of the meeting
	* Including the definitions of each role
4. Draft Run-of-show Documents
	* Plenary session
	* Concurrent Sessions
	* Research Chats
	* Colleague Chats
5. Role Training
	* Detailed review of each role’s responsibility for all staff assigned that role.
	* Use the run-of-show as a guide
	* Includes some skills practice (building breakouts, initiating polls, etc.)
6. Team Practice
	* Guided Run-throughs for each staff team by Education staff
	* Optional team practice(s)
		+ Provide Zoom account for independent practice
7. In-Meeting Support
	* Microsoft Teams Tech Support group