ISMPP U: ICOHERE PLATFORM AND PROCESS TRAINING

May 28, 2015

OBJECTIVES OF THIS TRAINING

- Familiarize ISMPP U committee members with the iCohere webinar platform
- Review the roles and responsibilities as an ISMPP U Session/Topic Leader
- Review the roles and responsibilities as a Session Moderator

iCOHERE PLATFORM TRAINING

Lisa Klos
Projects and Technical Services Manager

iCOHERE PLATFORM BASICS

- Internet Connection
  - Please use an Ethernet cable (Hard wired) connection instead of Wifi
- Access to the webinar
  - Use the link that is sent to access the webinar 30 mins prior to start
  - 15 mins prior to start attendees can enter – HOST will pull all panelists into a Breakout room (as Pre/Post conference)
    - Moderator will look in the Chat box for “Go” once the HOST has started the recording

iCOHERE PLATFORM BASICS

- Audio –
  - Recommend using telephone number upon logging in
  - If using Computer (VOIP) for audio, you must use a headset (No Speakerphone)
  - Use same type of Audio in Dry-run and on day of presentation
  - Speakers must MUTE themselves
- Webex Ball
  - Everyone will enter room as a “Panelist”; Wait for HOST to move Webex Ball to your name and make “Presenter”

iCOHERE PLATFORM BASICS

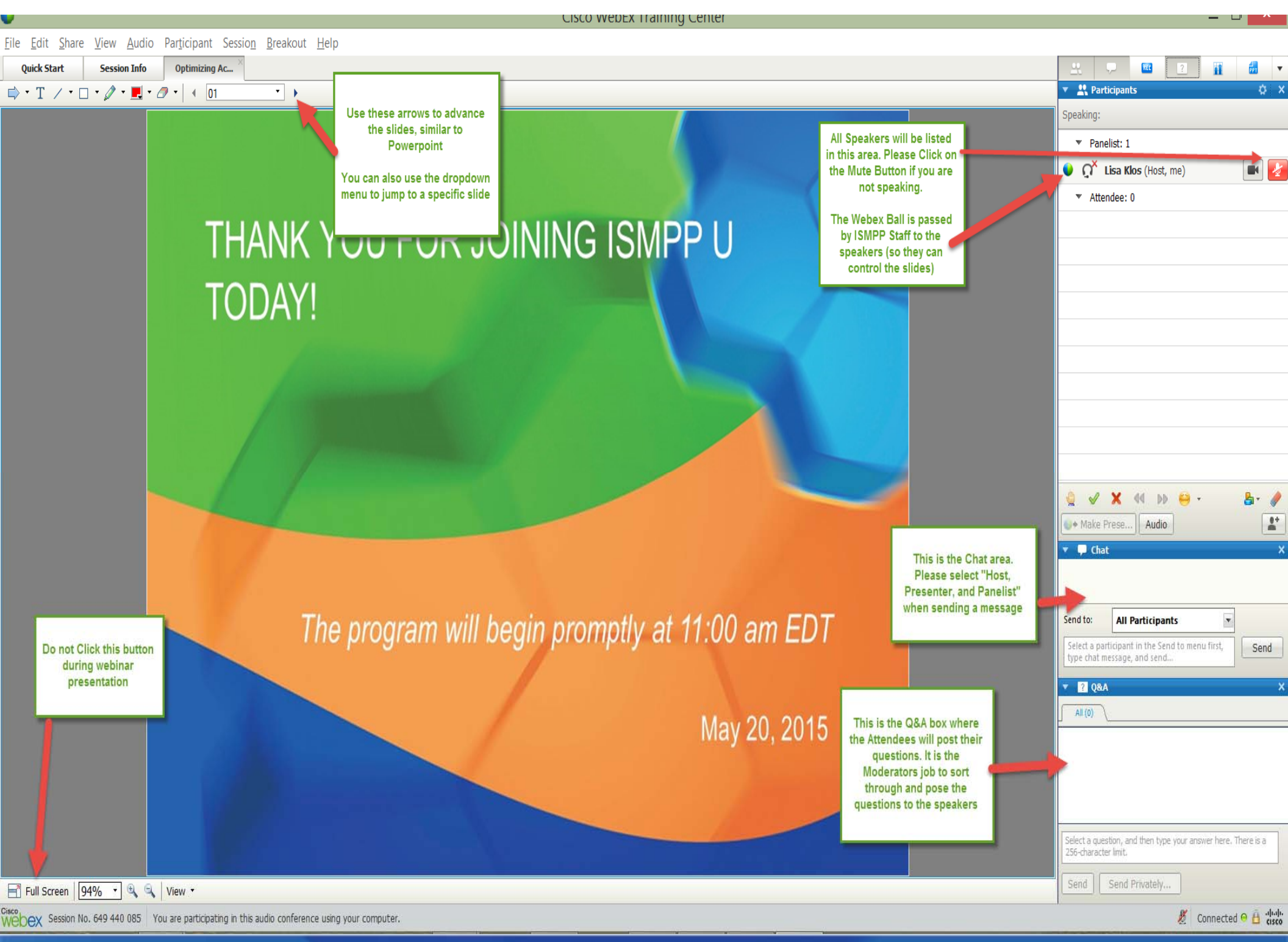
- Animations
  - The Webex Platform does not allow animations to run on an uploaded PPT slide
- Presenter Chat
  - To the right of the screen is the Chat. Select the drop down option "**Host, Presenters, Panelists**" to chat with the speakers and ISMPP Staff if you have a problem. Click "Send"
  - DO NOT Select "**All Participants**" as this will allow the attendees to see your message as well

iCOHERE PLATFORM BASICS

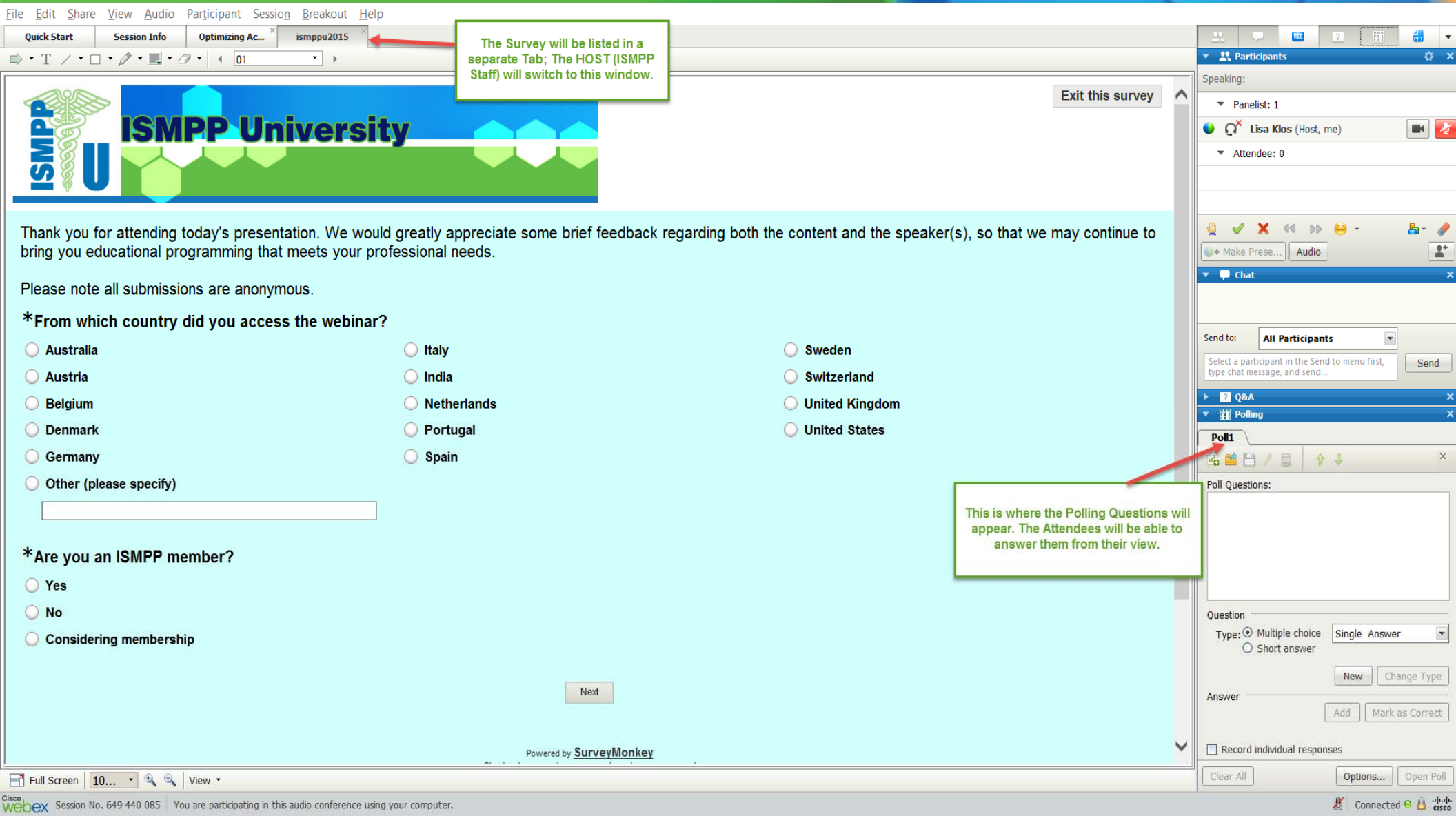
- Q&A box
  - Located as a “Question mark” symbol on a tab to the right of the screen
  - Moderator will field questions to faculty
  - Questions are not able to be deleted from Q&A box
- Polling
  - HOST will assume Presenter mode during this time to “Open” the polls and close them
  - Results will be visible once the poll is closed

iCOHERE PLATFORM BASICS

- Survey
  - At the end of the presentation, the HOST will switch the screen to the Survey link, where attendees can submit their response.
  - The HOST will keep the session open for several minutes to allow time for attendees to submit their responses


Cisco WebEx Training Center
File Edit Share View Audio Participant Session Breakout Help
Quick Start
Session Info
Optimizing Ac...
01
Use these arrows to advance the slides, similar to Powerpoint
You can also use the dropdown menu to jump to a specific slide
THANK YOU FOR JOINING ISMPP U TODAY!
The program will begin promptly at 11:00 am EDT
May 20, 2015
All Speakers will be listed in this area. Please Click on the Mute Button if you are not speaking.
The Webex Ball is passed by ISMPP Staff to the speakers (so they can control the slides)
Participants
Speaking:
Panelist: 1
Lisa Klos (Host, me)
Attendee: 0
Make Prese...
Audio
Chat
This is the Chat area. Please select "Host, Presenter, and Panelist" when sending a message
Send to:
All Participants
Select a participant in the Send to menu first, type chat message, and send...
Send
Q&A
All (0)
This is the Q&A box where the Attendees will post their questions. It is the Moderators job to sort through and pose the questions to the speakers
Select a question, and then type your answer here. There is a 256-character limit.
Send
Send Privately...
Do not Click this button during webinar presentation
Full Screen
94%
View
Session No. 649 440 085
You are participating in this audio conference using your computer.
Connected

SURVEY AND POLLING



ISMPP U PLANNING PROCESS

Jennifer Ciafullo
Education Content Manager

ISMPP U REMIT

- In general, Committee is responsible for the planning and delivery of ISMPP U web-based seminars
  - Develop monthly ISMPP U webinars for the membership
  - Review previous ISMPP U presentations to determine if they remain relevant and can be re-posted to the ISMPP
  - Assist in informing ISMPP educational content initiatives (eg, the map, Annual and European Meetings, ISMPP

ISMPP U TOPIC/SESSION LEADER RESPONSIBILITIES

- So, now you have a Topic that you are to lead as an ISMPP U committee member – Why you?
  - You have an interest in this topic
  - You yourself are informed and possibly an expert on this topic
  - You want to understand this topic
- You are the lead to develop and produce the ISMPP U session on that topic
  - You will be with that session “cradle to grave”

WHAT NOW?

- If you have co-leads, schedule a call and discuss each members respective role
- Investigate the topic
  - Has it been a topic at a previous:
    - ISMPP U?
    - Annual Meeting?
    - Workshop?

AND THEN . . .

- Expand and develop the scope of the session respective to the needs of the ISMPP membership
- Insure the presentation/session meet the following requirements:
  - Description and learning objectives established for the program
  - Appropriate use of currently accepted vocabulary
  - Inclusion of US-based and global-based practices and/or regulations
  - Content free of marketing and product promotion
- The session is 1-hour
  - Presentation should last 35-40 minutes total; remainder of time for Q&A (10-15 minutes)

BE MINDFUL OF OTHERS

- Check the topic, objectives, and overview with affected stakeholders:
  - ISMPP staff (Celeste/Jennifer)
  - May want to check or work with other ISMPP Committees
    - Annual Meeting Program Committee
    - European Program Committee
    - Global Workshop Committee
    - Standards Committee
  - The ISMPP team (Jennifer/Celeste) will assist in ensuring Credentialing Committee review for recertification credit

FINDING PRESENTERS/FACULTY

- You may already know an expert or someone competent to present
- Engage other resources including fellow committee members to identify potential faculty presenters
- Once you have identified them . . . invite the person or persons
  - Call and email
  - ISMPP staff can assist in writing intro email or use previous emails as template

WORKING WITH THE FACULTY

- You may want to provide them with ISMPP and ISMPP U Overviews, especially if they are not members of ISMPP
  - ISMPP10 Years' Accomplishments deck (to be provided)
- Communicate with presenter(s) to ensure comfort with session objectives and describe who ISMPP members are as an audience
  - Utilize: ISMPP U speaker agreement to confirm understanding of role and agreement to speak
  - Inform them that the session will be audiotaped and reviewed for credit for "live participants' on the session and archived on the ISMPP Website for education purposes

WORKING WITH THE FACULTY, CONT'D

- Once confirmed, introduce the presenter(s) to ISMPP U Chair/Vice Chair and ISMPP staff
- This kicks off Teaser and Content Development, and QC

NEXT STEPS AND TIMELINES

- Once the introduction is made, ISMPP will start interacting with the faculty presenter(s)
  - Provide ISMPP U slide template via email
  - Develop teaser
    - Emailed 3 weeks prior to session; dial-in information sent a day or two before session and reminder the day of
  - Offer assistance with graphics and presentation development
    - Content due to you as the lead and submission to ISMPP and Committee 2 weeks prior to session for review via the ISMPP U slide review protocol (return approved or with comments within 48-hours)

HELP AT EVERY STEP: ISMPP LIAISON

- ISMPP staff to drive the following:
  - Teaser development and approval
  - ISMPP U template and necessary slide components
    - Learning objectives, disclaimer(s), agenda, additional resources, slide review criteria, audience polling *(optional)*
  - Internal slide review and collation of feedback
    - Includes coordination with CMPP Recertification Committee and formatting assistance
  - Dry run scheduling
  - Evaluation summary to moderator and speakers
- Also available to lend support on topic selection, optimal timing, researching ISMPP topic "history" . . . anything you need – just ask!

TIMING IS EVERYTHING…

Component	Timing	Notes
Teaser	3 weeks prior to session	Should contain learning objectives; follow template style and format
Slide Deck	2 weeks prior to session	Deck should be in final form preferably in ISMPP U template
Slide Review	Within 48 hours of receipt of deck	Chair, Vice Chair, Moderator, session leader(s), ISMPP (Jennifer/Celeste)
Moderator Q&A	Preferably 2 weeks prior	Prefer to have 2 – 3 preset questions on hand
CMPP recertification credit check	Preferably 2 weeks prior; can turn around quicker if need be	Reviewed independently; topic matter must be suitably complex qualify
Slide Formatting	1 week prior to session	N/A
Dry run	Monday or Tuesday before session; can be week prior if needed for scheduling purposes	Need full deck in-hand
Dial-In Information	Sent prior to session; reminder sent morning of	Moderator and Presenters have different dial-in information than attendees
Evaluation Summary	1 week post presentation	Will highlight highest response category; negative feedback will be reviewed with session leader prior to dissemination

NEXT STEPS AND TIMELINES – CONT'D

- Date for "Dry Run" is scheduled to ensure the Moderator and Presenter(s) are comfortable with the ISMPP U session platform and program flow
  - You may or may not be the Moderator but as the Session/Topic Lead please be on this call to assist with deliverables post "Dry Run"
- Date of Session – if you are not the Moderator, please participate in the session and listen to provide feedback on the session
- Post ISMPP U Session you will continue to be the liaison with the presenter(s) to thank them on behalf of ISMPP and the ISMPP U Committee

MODERATOR RESPONSIBILITIES

Celeste Williams-Hughes
Education Content Manager

MODERATOR RESPONSIBILITIES

- Moderator's role is to MC the session
  - Make pertinent ISMPP Announcements
  - Thank Sponsors
  - Introduce Topic and Presenter(s)
  - Facilitate the Session via the platform
  - Moderate the Q&A at the end of the session
    - Option to have Q&A within session (a bit more challenging)
  - Final announcements and "Thank Yous" as well as a reminder for participants to complete the feedback survey or evaluation

AS MODERATOR YOU ARE RESPONSIBLE FOR . . .

- Providing ISMPP staff with a brief bio and your job/title affiliation for use in the ISMPP U teaser
- Participating in the “Dry Run”, interacting with Lisa Klos and the Presenter(s) to go over the slides for flow and timing
- Preparing 2-3 sample questions if needed to kick off the Q&A session (if audience lags)
- Presenting the standard ISMPP U slides in the presentation deck

MODERATOR SLIDES

- At Beginning of the Session
  - Session/Topic welcome & introduction
  - Thank You to Titanium and Platinum Sponsors, invite attendees to serve as sponsors
  - ISMPP Announcements
  - Introduction of presenter(s)
  - Disclosure(s)
  - Session/Topic Objectives
- At the End of the Session
  - Q&A Slide
  - Next ISMPP U Sessions(s)
  - Thank You and reminder about completing the survey

THANK YOU FOR JOINING ISMPP U TODAY!

The program will begin promptly at 11:00 am EDT

May 20, 2015

ISMPP WOULD LIKE TO THANK. . .

. . . the following Titanium and Platinum Corporate Sponsors for their ongoing support of the Society:

ISMPP ANNOUNCEMENTS

- This program qualifies for 1 **credit** towards recertification
- Follow ISMPP on **Twitter** (@ISMPP), check out our **LinkedIn** group, and watch interviews with key presenters and stakeholders from the 11th Annual Meeting on our **YouTube** channel
- Did you earn your ISMPP CMPP certification in 2010? Find out what you need to do to recertify (www.ismpp.org/recertification)
- Presentations from the 11th Annual Meeting are now available in the Archives (www.ismpp.org/annual-meeting-archive)

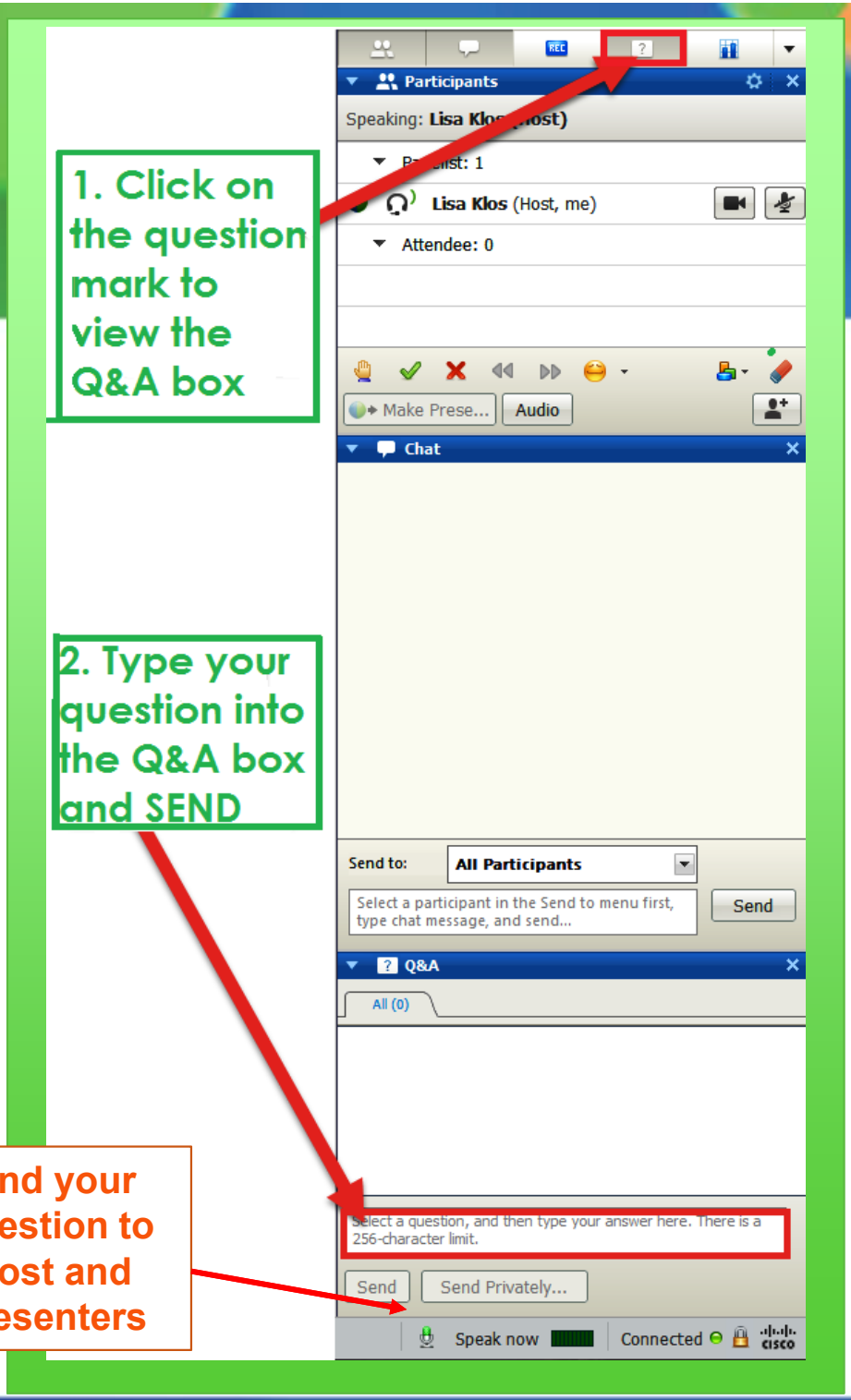
FOR YOUR BEST ISMPP U EXPERIENCE . . .

To optimize your webinar experience today:

- Use the fastest internet connection available to you (hardwired if possible)
- If you are accessing the presentation over your computer, please be sure to increase the volume of your computer speakers

QUESTIONS…

- To ask a question, please type your query into the Q&A box.
  - To ensure anonymity and that all panelists receive your question, please choose the drop down box option, "Host and Presenters." Otherwise, all audience members will be able to see your submitted question.
- We will make every effort to respond to all questions.



OPTIMIZING THE SUBMISSION DECISION PROCESS AND INCREASING PUBLICATION ACCEPTANCE

Speakers: AZIZ SHEIKH, The University of Edinburgh
SALINAS SANTIAGO, University of the Pacific

Moderator: NEIL ADAMS, Nature Publishing Group

INTRODUCTIONS

- FACULTY: Santiago Salinas is currently a Visiting Assistant Professor at the University of the Pacific, in Stockton, California, with a PhD in Marine Sciences from Stony Brook University (New York). His research explores processes that populations use to respond to environmental change; his interest in all aspects of science communication has led to his involvement with Stony Brook's Alan Alda Center for Communicating Science, a group whose mission is to enhance understanding of science by training the next generation of scientists and health professionals to communicate more effectively. He is the author of the article, *Where Should I Send It? Optimizing the Submission Decision Process.*

INTRODUCTIONS

- MODERATOR: Neil Adams has worked in medical publishing for the past 20 years at companies such as John Wiley & Sons, Springer Science & Business Media, and Informa Healthcare. He is currently publishing manager for the Pharma Solutions division at Nature Publishing Group (NPG), where he works with pharmaceutical and medical communications companies, journal editors and researchers to publish clinical studies in NPG journals. An active member of ISMPP, he currently serves on its ISMPP U committee, and has served as a workshop faculty member for the European and Annual meetings. Neil received his BA from Bates College and is an ISMPP Certified Medical Publication Professional™.

DISCLAIMER

- Information presented reflects the personal knowledge and opinion of the presenters and does not represent the position of their current or past employers or the position of ISMPP

OBJECTIVES

At the end of this presentation, attendees should be able to:

- Evaluate factors that influence the selection of a journal for submission, including prestige, acceptance probability, turnaround time, target audience, fit, and impact factor
- Understand the principles behind a framework for evaluating manuscript submission options, based on the theory of Markov decision processes
- Appreciate the considerations weighed by editors of higher-tiered journals when determining manuscript acceptance or rejection

QUESTIONS.....

To ask a question, please type your query into the ‘Q&A’ chat box at the bottom right of your screen. Every attempt will be made to answer all questions.

NEXT ISMPP U

- Date: July 22, 2015
- Topic: Foreign Corrupt Practices Act (FCPA)
- Speaker: Chris Rains, Shire Pharmaceuticals
- Moderator: Aruna Seth, PhD, CMPP, UBC-Envision Group

THANK YOU FOR ATTENDING!

We hope you enjoyed today's presentation

Please take a moment to fill out the survey sent to you after today's program so you can provide valuable feedback, as it will help us to develop future educational offerings

Questions?