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***Cochrane Learning Live* – Information for presenters**

Thanks for your interest in running an event for our *Cochrane Learning Live* webinar series. This is to provide you with some information about the series, advice about presenting and detail on how the Learning and Support Department (LSD) will support you. You will also find a form at the end of this document to provide us with information about your proposed webinar – we’ll work with you to complete this and agree what format your webinar might take.

**About *Cochrane Learning Live***

*Cochrane Learning Live* is a series of monthly webinars aimed at anyone interested in learning skills, or gaining knowledge and experience relating to Cochrane activities. The webinars are open to anyone wanting to learn in the Cochrane environment, be they complete beginners or seasoned experts, and we schedule a range of presenters and topics that will appeal to different audiences.

Planned topics include orientation sessions for new systematic review technologies, quality assurance tools for editors, and practical guidance on implementing review elements such as GRADE and summary of findings tables. Webinars may take on a variety of formats, depending on the intended learning audience and any desired presenting style.

**Supporting presenters**

*Cochrane Learning Live* is run by Cochrane’s Learning and Support Department (LSD) and we are there to provide full support for presenters throughout. We work with presenters to describe their webinar and schedule it in the *Cochrane Learning Live* programme. We promote the webinar schedule through our well-established networks, and co-ordinate sign up and attendance. We provide training for presenters who are new to or need refreshers in delivering webinars and using virtual classroom technologies. During the webinar itself, we are available to co-facilitate if needed, providing support as required by presenters to ensure that the event runs smoothly. Following the webinar, we co-author a ‘key learning points’ summary with presenters to share with attendees and non-attendees alike, and we continue to encourage conversation about the topic through our social media channels (@CochraneTrain). We are also able to record webinars and share these on Cochrane Training website; this is optional and we would liaise with presenters on if they felt this was suitable or appropriate.

Cochrane Training website has [learning materials to support presenters](http://training.cochrane.org/resource/webinars-support-trainers), including a how to guide for Blackboard Collaborate (our webinar ‘platform’), and tools for presenting and running sessions. We can also work with you to think about different options for the format of your webinar, whether you are thinking of a participative and exploratory session, or a more lecture-style delivery.

***Cochrane Learning Live*: webinar description**

Please provide information here describing your proposed webinar. Cochrane’s Learning and Support Department will be happy to co-author this description with you.

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| Title: | *Title here* |
| Brief summary: | *Please provide a brief summary of your proposed webinar. We’ll use this description to promote the webinar through our networks.* |
| Audience: | *Consider: whom are you targeting your webinar to? Is this, for example, a specialised webinar aimed at people with advanced expertise, an orientation webinar on a topic for authors only, or a discussion event targeted to all interested people?* |
| Format of webinar: | *What format would you like your webinar to take? Is it, for example, a 40 minute presentation with questions, a brief presentation followed by exploratory conversation, or a Q&A session?* |
| Proposed date / time: | *Date*  *Time*  *LSD can help in finalising this with you.* |
| Presenter title, name and role | *Please provide your name with any title if you wish, together with your current role (Cochrane and / or other)* |
| Brief presenter bio | *A brief bio helps us to promote the webinar. 2-3 lines is fine.* |