

ILCOR Task Force/Working Group Teleconference/Webinar Protocol

Rationale

Arranging conference calls and webinars consume considerable staff and volunteer time. In an effort to reduce expenses related to cancelled conference calls and unnecessary webinars, we are asking that you consider the below protocol before requesting a conference call or webinar.

Protocol

- AHA staff member Veronica Zamora, veronica.zamora@heart.org will assist in scheduling each Task Force/Working Group or Working Group call.
- An AHA Staff Member must be present to facilitate all Task Force/Working Group webinars but are not present to take minutes.
- An AHA Staff Member need not be present to facilitate conference calls without webinars.
- AHA Staff support must end at 5 PM CST; however, the webinar or call may continue beyond 5 if AHA staff is notified before hand regarding the extended length.
- AHA Staff support will not be present during U.S. holidays, weekends or office closures.
- Conference calls should be requested a minimum of two weeks in advance. It is recommended to request a month in advance to provide for the highest attendance and efficiency of scheduling.
- Standing conference calls can be scheduled if this works best for the Task Force/Working Group.
- If the Task Force/Working Group is editing a document collaboratively during the call, a webinar can be requested by the Task Force/Working Group Co-Chairs (TFCCs). Otherwise, the meeting will be handled via conference call only. Time frames for calls should be strictly enforced by the TFCCs or WG chair. Ten minute warnings will to be given by AHA staff to ensure that the call ends promptly.
- It is the WG chair/ TFCCs' responsibility to distribute the agenda and documents for the call no later than 2 days before the call. It is preferable that this is included with the schedule/notification of a call.
- Given the wide geographical gaps and different time zones, AHA staff will suggest a time that works best for all participants before the call is scheduled.
- If the call involves a webinar:
 - The participants must log on 15 minutes prior to the scheduled start time to ensure that the call begins on time.
 - Participants must sign off promptly at the end of the call to avoid extra charges to the host.
- Task Force/Working Group Members should notify the TFCCs/WG chair if unable to attend. If there are not enough attendees on the call to have a quorum, the call will be cancelled and rescheduled.
- All materials should be reviewed before participating on the call to improve the quality of the dialogue.
- Participants may be asked for their best contact phone number in case there is technical difficulty on the call.

