



ATTACK OF THE ZOMBIES:

HOW TO PROTECT YOUR LIVE WEBINAR ATTENDEES FROM ZOOM FATIGUE

RESOURCE GUIDE



ORGANIZING ~~JAIL~~

ZOOM BREAKOUTS

The Anatomy of a Live Webinar

AND HOW TO INCORPORATE ENGAGEMENT POINTS

WELCOME: GRAB ATTENDEES' ATTENTION FROM THE GET GO

An easy way to engage your attendees right off the bat is asking them to answer an **icebreaker** in the chat. **Play a video or music** to ensure attendees' audio and video work. Familiarize attendees with your polling tool by launching a **poll**. Go beyond the classic slideshow experience and **bring your content to life** with an online presentation tool.

BODY: SATISFY ATTENDEE HUNGER FOR KNOWLEDGE

For long, multi-hour webinars, **vary the engagement formats** by suggesting speakers target a wide range of engagement levels. **Identify the outcomes to be achieved** with your webinar. Decide on level of engagement and **match engagement strategies** to speakers' content. **Create learning experiences** in which attendees engage with the presentation, speakers, and/or other attendees.

CLOSEOUT: ENSURE ATTENDEES WALK AWAY WITH SOMETHING

Close the webinar by **re-stating pearls** from the presentation. Ask attendees to **reflect on the content** and/or make a **commitment to change**. If resources/time allow, **share the reflections or commitments** in small groups or large group. Alternatively, collect these and **create a takeaway document** to extend the learning.



PREPARATION - ENGAGEMENT

When planning a live, online program, determining the level of engagement you want for your attendees will govern the level of preparation needed. Below are some examples of engagement formats and their corresponding level of preparation and engagement.

↑ PREPARATION ↑ ENGAGEMENT

- Choose your own adventure
- Escape room
- Team/individual quiz competitions
- Gamified activities
 - Jeopardy
 - Family Feud
- Augmented reality/virtual reality

↓ PREPARATION ↑ ENGAGEMENT

- Bring your own case (BYOC)
- Debate/Battle Royale
- Idea pitch/Shark Tank
- Breakout rooms
 - Reflection
 - Flipped classroom discussion
 - Small group work

↑ PREPARATION ↓ ENGAGEMENT

- Scavenger hunt
- ePosters
- Polling

↓ PREPARATION ↓ ENGAGEMENT

- New perspective: expert, guest speaker, patient
- Whiteboard brainstorming
- Pass the ball/Popcorn/Call out to share
- Question and answer
- Icebreakers
- Reveal your answer



POLLING/QUIZ TOOLS

1

PollEverywhere: For embedding into PowerPoint

2

Poll Junkie: For building polls without an account

3

EasyPolls: For hosting onto your websites

4

Polltab: For authenticated polling

5

Xoyondo: For non-anonymous voting

6

Kahoot: For gamified polling and quizzes

7

Slido: For enhanced polling, soon to be on the Zoom Marketplace

8

Mentimeter: For fun, free, interactive quizzing

COLLABORATION TOOLS

1

Miro: For a professional looking whiteboard

2

Jamboard: For a quick and easy whiteboard by Google

3

Explain Everything: For a whiteboard recorder

4

Ziteboard: For its clean and easy-to-use design

5

G-Suite (Docs, Sheets): For those with Google accounts

6

Evernote: For integration across several platforms

7

Dropbox Paper: For simplicity and pop-up tools

8

Zoho Workdrive: For it's "Focus Mode" feature

BREAKOUT ROOMS

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.

The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please.

The host can switch between sessions at any time.

*NEW: Self-select breakout rooms feature requires desktop client or mobile app, version 5.3.0 or higher (not supported on ChromeOS)

Cohort

Group attendees who move through an activity or course together. Use a CSV file to upload known Zoom usernames to organize breakouts.

Best used for cohort-based activities or programs.



01



02

Random

If there is no need to organize attendees or maintain standing groups, randomize them. Assign X number of attendees per breakout room.

Best used for small group discussion or reflection.

Manual Setup

Split attendees into breakout rooms if they are not in a cohort-based activity or you do not have their Zoom usernames. As host, you may create and name the rooms and assign attendees.

Best used for team competitions or gamification.

03



04

*Self-Select

As host, you may create and name breakout rooms and let attendees select and enter a breakout room of their choice.

Best used for roundtable discussions or topic talks.



BREAK OUT ROOMS

SETUP EXAMPLES

CMELive
ONWARD MONTHLY WEBINAR SERIES

 **Stanford** | Stanford Center for
MEDICINE | Continuing Medical Education

STUDY

EXAMINE A
VIGNETTE

Bring Your Own Case
RANDOM

Case Presentations
MANUAL SETUP

Choose Your Adventure
SELF-SELECT

DISCUSS

PROMOTE GROUP
DISCUSSION

Pre-work discussion
ANY SETUP

Reflection
ANY SETUP

Review/Check-In
COHORT

PLAY

FACILITATE
FUN

Escape Room
RANDOM/MANUAL SETUP

Gamification
SELF-SELECT

AR/VR
RANDOM/MANUAL SETUP

PREP

PLAN TO
PRESENT

Teach back
RANDOM/MANUAL SETUP

Debate/Battle Royale
COHORT/MANUAL SETUP

Idea Pitch/Shark Tank
COHORT/MANUAL SETUP

COLLAB

WORK
TOGETHER

Group Project
COHORT

Team Competition
ANY SETUP

Brainstorming
ANY SETUP