

How to Host a CE/CME Group Viewing Event

It's easy to be the facilitator of a CE/CME group viewing event within your institution.

1 Select an activity

- A. Go to the **CE/CME Activities** page on the website at PediatricNutritionCE.org.
- B. Identify a webcast or video for viewing.

2 Send an invitation

- A. Download and print the invitation, fill in the blanks and distribute it to your colleagues. Also print the sign-in sheet – you'll need that later.
- B. Reserve a room/location that is suitable.

3 Check your Internet connection

- A. If the room/location has good Internet service, you will be able to play the webcast or video directly from PediatricNutritionCE.org.
- B. If the room/location has restricted, slow or no Internet service, you can still hold a group viewing event for a webcast by downloading a copy in advance. Here's how:
 1. In advance of your meeting, go to a location where there is good Internet service and click the **Download** button next to the webcast.
 2. Follow the prompts and save the webcast file to a memory stick or computer.
 3. After downloading, open the file to see that it works properly.
 4. Use this file to present during the group viewing event.
- C. If you plan to show the *Safeguard Their Tomorrows™* video, you must have an active Internet connection in the meeting room.
 1. If you don't have an active Internet connection and need a DVD, please contact info@PediatricNutritionCE.org.

4 The day of the event

- A. Conduct a trial run to make sure everything is working.
- B. Print out the sign-in sheet and ask everyone to sign in.
- C. Print out enough evaluations for the group.
- D. Collect the sign-in sheets and evaluations and **FAX** or **mail** them to the Annenberg Center. See the evaluation for our address and FAX number. A passing score on the posttest is required to receive credit.

