

Vermont Academic Detailing Program

Participant Tips

Think of our Zoom meeting as a face-to-face academic detailing session, as if we are in the same room together. Here are some useful tips to ensure the session goes smoothly:



Location

Find a quiet space without interruptions or background noise.
Have good lighting on your face so you can be seen clearly.
Use your own computer, if there is more than one participant. Zoom works best if the academic detailer can see each person clearly.



Audio and Video

Adjust your camera to be at around eye level if possible.
Use the video and audio from the computer. If internet is slow, use the computer video and call into the meeting from a phone.



During the Academic Detailing Session

Do not mute your microphone. Academic detailing is meant to be an interactive discussion.
Be present for the session. Try to avoid doing other tasks such as checking emails, looking at your phone, etc.
Speak up if you are having any problems seeing what the academic detailer is showing you.



After the Academic Detailing Session

Please complete the evaluation immediately following the session. The evaluation helps us stay funded!
Please claim CME within 30 days.