

TIPS FOR RUNNING TREAT VIA VIDEOCONFERENCE

TREAT journal clubs can be run via videoconference where social distancing requirements or other factors prevent you from all meeting face to face. The following tips may assist:

- Choose a preferred video platform that everyone in your team can freely access and download. We recommend Microsoft Teams which is [freely accessible](#) .

Facilitating meaningful interaction

- Set ground rules for the videoconference that everyone agrees on including encouraging everyone to keep their videos turned on (to facilitate interaction and avoid multi-tasking) and using raise hand function when wanting to speak with their microphone.
- If possible, have 2-3 people at each site linking in from the same computer. These “mini groups” can be pre-allocated questions when going through the CASP tool to allow for even contributions.
- If people are all linking in singularly then you may want to create “break out rooms” to facilitate smaller group discussions of the allocated questions of the CASP tool (see link for more info on creating break out rooms via Teams [here](#)).
- Sometimes it is easier for people to take a more passive approach over videoconference, the facilitator may alternatively ask people by name to contribute to the discussion if few people are forthcoming in contributions
- Facilitator should reinforce and encourage group participation but thanking people as they contribute and encourage an open and trusting environment for people to share and encourage all members taking turns of being a Presenter and Scribe.



Other considerations:

- You may wish to allocate a member to check the chat box to see if any comments have been raised during the discussion and assist with technical aspects (e.g., admitting people to the waiting room, unmuting people’s mic’s)
- The presenter may wish to include some sort of visual (i.e., PowerPoint) with key aspects to
- If you have everyone’s consent you may wish to record the meeting so those that are absent can watch.
- You can create a Journal Club on your TEAMS page where you can upload the minutes and articles for everyone to access.