

CREATING A PRE-RECORDED SESSION

INITIATE

DEVELOP

COMPLETE



PROPOSAL SUBMISSION

Applicant/AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal.



OVERVIEW WITH EDUCATION TEAM

Phone or email conversation with AAAAI Education Team to confirm course details, plans and needs



CME APPROVAL

Education team submit the proposal to the Continuing Certification and Professional Education (CCPE) for initial approval. This includes a disclosure review of planning committee, moderator(s) and presenter(s).



CONTENT DEVELOPMENT

Webinar faculty develop content/presentation for the recorded session



MARKETING OF EVENT (optional)

Staff Liaison works with AAAAI Communications team to publicize the activity with AAAAI Membership



RECORD CONTENT

Staff Liaison coordinates with faculty to record presentation.



PUBLICATION

Course is built and published in the AAAAI Continuing Education Center. Includes hosting of video content and credit claiming for viewing the recorded activity.



OUTCOMES ASSESSMENT

Education team and AAAAI staff liaison can provide evaluation details, as needed.

Webinar

Pre-Recorded

CME Credit



Can be recorded



Live audience

