

CREATING A PRE-RECORDED SESSION

INITIATE

1



PROPOSAL SUBMISSION

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

2



OVERVIEW WITH EDUCATION TEAM

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

DEVELOP

3



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).

4



CONTENT DEVELOPMENT

Webinar faculty develop content/presentation for the recorded session

5



MARKETING OF EVENT (optional)

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

6



RECORD CONTENT

Staff Liaison coordinates with faculty to record presentation.

7



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.

8



OUTCOMES ASSESSMENT

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

COMPLETE

	<u>Webinar</u>	<u>Pre-Recorded</u>
CME Credit	✓	✓
Can be recorded	✓	✓
Live audience	✓	✗