HRA

A Guide to Preparing and Hosting a HIBAR Research Alliance Webinar

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Overview

The HIBAR Research Alliance (HRA) has an ongoing webinar series, organized by the Facilitating HIBAR Research Collaborative Action Group, as a forum for participants to share their experiences related to variety of aspects of HIBAR research.

This document shares logistical and other details that we have learned from organizing these webinars, to serve as guide for others who would like to host a webinar. The document includes:

1. Using the Zoom webinar platform

The Zoom webinar platform is reliable and user-friendly and Zoom offers various options for managing the invitation, registration, and feedback processes. This document is by no means exhaustive – it describes only the basic features that have been used in HRA webinars to date and anyone organizing a webinar is strongly encouraged to learn about the available webinar features directly from Zoom. Zoom offers many additional webinar features and they also offer helpful online training sessions, such as a "How to run a webinar" webinar. Updated reference materials are available on the Zoom website.

The Zoom webinar platform has many features, and these are particularly noteworthy ones:

- *Registration*: When you set up a webinar, Zoom will give you a registration link to share with invitees. This link makes it very easy for people to register to join the webinar and you can set it up so that the registration is automatically approved. Registrants will automatically receive an email invitation that includes the Zoom link that they will use to join the webinar. Current registration lists can be downloaded from the Zoom website at any time.
- *The webinar "practice mode"*: This practice mode enables the panelists to join the webinar and make sure that their cameras and microphones are all working. At the scheduled time, the host can click on the "broadcast" button which enables the attendees to join. If attendees sign in before the broadcast has started, they will see a Zoom page that says "Your webinar will start shortly".
- *The Q&A box*: The question and answer (Q&A) box feature must be enabled at the time that the webinar is scheduled. Attendees can submit questions at any time during the broadcast by entering them into the Q&A box. The host and panelists can see the questions, but the other attendees cannot see the questions. (Note that if a panelist responds to a question in the Q&A box by typing a response, all attendees will be able to see both the question and the response.)
- *The "raise hand" and "chat" features*: For HRA webinars, both the "raise hand" and "chat" features are typically disabled by the host. Panelists are able to use the "chat" feature to communicate with one another. Depending on the webinar content and format, it may be desirable to enable these features for all participants.
- *Recording*: If a recording of the webinar is desired, the "record automatically" feature can be selected when the webinar is initially set up.

It is worth noting that Zoom routinely introduces new features in their platform, so it would be worthwhile to periodically review the available features on the Zoom website.

There are three ways that participants can join a Zoom webinar:

- <u>Host</u>: The "host" sets up and manages the technical aspects of the Zoom webinar platform.
- <u>Panelists</u>: The "panelists" are those who participate in organizing and presenting the webinar. This group includes the presenter(s), the moderator, and any other organizers.
- <u>Attendees</u>: The "attendees" are the people viewing the webinar. The host can enable panelists and/or attendees to have control over their individual video cameras and microphones, though typically the webinars are set up in viewing mode only.

This terminology is used through this guide to describe the different participant roles.

2. Things to do when initiating a new webinar

Identify the primary organizer for the webinar: There are many small details involved in organizing and hosting a webinar. To facilitate the process, we recommend that one person should be identified as the primary organizer for the webinar. It will be that person's responsibility to ensure that the various tasks described in this document are completed. The primary organizer need not do all of the tasks themselves, since many can be delegated to others who are involved in organizing the webinar.

Meet with the prospective presenter(s): For previous webinars, we have found it very helpful to have a ~1-hour Zoom call with prospective presenter(s) to confirm that the proposed webinar topic is likely to meet the goals of the webinar series, to discuss the webinar format, and to identify specific areas of focus that can be emphasized in the event description. Appendix A includes a description of the webinar series that can be shared with prospective presenters either before or after this initial meeting.

Identify a moderator: The specific role of the moderator may vary, depending on the format of the webinar and the number of presenters. The moderator should be familiar with the overall mission of the HRA, the aim of the webinar series, and the webinar topic. Consider inviting a known colleague of the presenter(s) to act as the moderator as it may lead to a more conversational atmosphere during the webinar. Appendix B provides an example email invitation to send to a prospective moderator.

Confirm the time of the webinar: Identify a convenient time for the webinar and send a calendar invitation to hold the time for the presenter(s), moderator, host, and other organizers. The calendar invitation should include the 30-minute period immediately before the broadcast, to enable adequate time for a technical check to ensure that everything is working properly. Previous HRA webinars have typically been scheduled for 11am-noon Pacific time weekdays, and generally not on a Friday. Send a calendar invitation to all panelists to block the time on their calendar.

Include a 30-minute technical check immediately prior to the webinar broadcast: Ask all panelists to sign on to the webinar link 30 minutes before the webinar broadcast is scheduled to begin. This gives everyone the opportunity to make sure there are no technical problems and to review any last-minute logistical details. The calendar invitation to all panelists should include this 30-minute technical check.

Ask the presenter(s) to identify takeaway messages: Ask the presenters to identify a few (~3) key takeaway messages related to HIBAR research that they will emphasize during their presentation. We will give them the opportunity to briefly summaries these key takeaway messages during the last few minutes of the webinar following the Q&A session. (We will use excerpts of the webinar recording to prepare a ~10-minute "highlights" video as well as individual ~1-minute "key takeaways" videos, to accompany the full webinar recording.)

Confirm the webinar format: The preferred webinar format will depend on the duration, content, and desired outcome. It is helpful to have one person in the role of moderator to manage the time, keep the discussion on focus, and to moderate the question & answer session.

Confirm that the webinar will be recorded: Confirm with the presenter(s) and moderator that the webinar will be recorded. All HRA webinars to date have been recorded and posted on the HRA website so that people can view them later. This is a good way to enable the webinar content to be widely shared.

Assess whether a second preparation meeting is necessary and, if so, schedule it: A second preparation meeting may be appropriate, particularly if the panelists have not had prior experience with presenting using the Zoom webinar format. This meeting is an opportunity to make certain that the presenters have a solid understanding of the webinar focus, the format, and the audience. Appendix C includes a list of Zoom features for the host and participants to test during this preparation meeting. In some cases, it may be helpful to ask the presenter(s) to give a "dry-run" of their presentation, to ensure that the content and duration are appropriate for the planned webinar format and audience.

Schedule a debriefing discussion: We have found it very helpful to have a short discussion with the panelists immediately following the webinar, most importantly to thank them for participating in the series, and also as an opportunity to ask their thoughts about what went well and what could be improved. Currently Zoom does not allow the host to end the webinar for the attendees while enabling the panelists to remain on the call. If a short debrief chat is desired, this is most easily done by scheduling a separate Zoom meeting and sending the link in a separate calendar invitation to the panelists in advance.

Send a follow-up email message after preparation meeting: Send a follow-up email message to the panelists to highlight any key information related to the webinar preparations. An example email of this type is provided in Appendix D.

3. Things to do once the webinar has been confirmed

Confirm the registration process: Registration for the webinar is most easily done via a link provided by the Zoom registration system. Registered participants will automatically receive an email confirmation message from Zoom containing the webinar link and an option to download a calendar invitation.

Schedule the webinar on Zoom: The easiest way to set up the webinar is using the webinar template that we have set up on the HRA Zoom account. (The same settings as used in the template can be used to schedule a new webinar using a different Zoom account.) Confirm that the Zoom account can accommodate the likely number of participants.

Identify potential attendees: Decide how many webinar attendees are desired, and identify target audiences to invite, such as individuals working in a related field at HRA member institutions or other organizations that may be particularly interested in the topic.

Prepare the event description: Work with the presenter(s) to prepare the event description. For past webinars, the HRA organizers have met via Zoom with the presenter(s) to discuss the focus of the presentation, and prepared a draft description for the presenter(s) to review and edit. The confirmed description will then be used for advertising the webinar. An example event notice is included in Appendix E.

Send a draft script to the moderator: The moderator should prepare a brief welcome statement, an introduction for each of the participants, and a brief statement to conclude the webinar. Offer to send a draft script for them to modify, if they would find it helpful. An example moderator's script is included in Appendix H.

Prepare any pre-reading information: Pre-reading information or other resources may be appropriate, depending on the webinar topic and the desired outcome. If advance preparation is intended, the pre-reading package should be sent immediately upon registration, and re-sent the day before the event.

Advertise the event: Contact the HRA events team and work with them to advertise the event. They will likely share an event notice by a variety of means, including posting the notice on the "upcoming events" section of the HRA website, sharing the notice as a mailing to our mailing list, and sharing it via email with targeted invitees. The following general timeline has been helpful for past HRA webinars:

- Send a first event notice at least three weeks prior to the scheduled webinar.
- Send a second event notice about 7 days before the event.
- Depending on the response rate, it may be appropriate to send a final reminder notice a day or two before the webinar.

Schedule video editing: Contact the HRA video editing team to let them know the date of the webinar and to ask if they can be prepared to edit the video recording so it can be posted and shared in a timely fashion. (We aim to post the recording no more than one week after the broadcast.)

Consider inviting specific attendees to participate in the Q&A: A number of previous presenters have suggested that it would be helpful to have a greater sense of an audience, particularly during the Q&A session. Consider whether it is feasible for a few pre-selected attendees to join via video during that session. This could be set up so that the presenter can see their video feeds, even if they are not broadcast to the other attendees. (We have not yet tried this approach.)

Prepare a list of questions to seed the Q&A session: If a Q&A session is a component of the webinar, prepare a list of potential on-topic questions for the moderator to have on hand. The moderator can either ask questions directly from the list as needed, or they can arrange for a few known attendees to input questions into the Q&A box during the webinar. Make sure that the moderator has a printed copy of the prepared question list to refer to in case there is a technical problem with the Q&A box. Appendix F includes an example list of generic questions that may be useful as a starting point.

Decide how the Q&A session will be managed: Work with the moderator to decide how the Q&A session will be managed. For example, the moderator could direct the session entirely on their own, or they could ask another panelist to help to monitor the Q&A box and to suggest potential questions they could pose as the discussion progresses. Questions can be taken from the prepared seed questions list to ensure that the discussion stays focused on particular aspects of HIBAR research.

4. Things to do ~1 week before the webinar

Optional: Have the second preparation meeting: If a second preparation meeting was scheduled, this meeting is an opportunity to make certain that the presenters have a solid understanding of the webinar focus, the format, and the audience. Appendix C includes a list of Zoom features for the host and participants to test during this preparation meeting. In some cases, it may be helpful to ask the presenter(s) to give a "dry-run" of their presentation, to ensure that the content and duration are appropriate for the planned webinar format and audience.

Advertise the event: Send the second event notice to the HRA mailing list. Depending on the response rate, it may be appropriate to send individual messages to specific target audiences that may be particularly interested in the webinar topic.

Ask presenter(s) to share their slides by email: If the presenter(s) plan to show slides, ask them to send a copy of the file by email to the host prior to the webinar. If there are any unexpected technical problems during the webinar that makes it difficult for the presenter(s) sharing their screen, the host can share the slides and advance them as they give their presentation.

Send the panelist links via Zoom: Identify the panelists in the Zoom webinar (enter their names and email addresses). Zoom will then automatically send them a personalized link that they will use to join the webinar as a panelist. Then send an email message to the panelists to let them know that they should have just received the Zoom link and that you will resend the link to them by email on the morning of the webinar so that it will be easy to access in their inbox. An example email message is provided in Appendix G.

Update the calendar entry with speaker-specific panelist links: Copy the speaker-specific link for each panelist from Zoom and paste these into the calendar entry for the webinar. This will give the panelists another route to access the link on the day of the webinar.

Prepare brief introductions: Make sure that the moderator has an appropriate length introduction for each of the presenters to incorporate in their introduction.

Have a back-up plan: Make sure that the panelists know how to contact the organizer on the day of the webinar, preferably by phone and/or text. Also make sure there is a plan for what do to if there is an unexpected technical difficulty that disconnects the webinar, or if one of the panelists is not able to connect at the scheduled time, or they are disconnected during the webinar because of an internet problem.

5. Things to do the day before the webinar

Update the registration list: Download the registration information from Zoom. It may be appropriate to share the list with the presenter(s) in advance.

Finalize the feedback survey: A feedback survey is a good opportunity to connect with attendees immediately after the webinar and to learn if there are ways future webinars might be adapted to make them more effective. If a feedback survey is planned, finalize the survey questions and prepare it so that is ready to send to those who attended the webinar. For the HRA webinars to date, feedback surveys have been prepared using Survey Monkey and the link to the survey was sent to attendees by email several hours after the webinar ended. An example survey is included in Appendix I.

Prepare the feedback survey request message: Prepare an email message to send to the attendees following the webinar with a link to the feedback survey. An example message is included in Appendix J.

Print the list of seed questions: Print a paper copy of the prepared list of seed questions, so they are easy for the host to reference during the webinar. An example list is included in Appendix F.

Confirm that a reminder message is scheduled: Confirm that the Zoom system is set to send an automatic reminder to registrants at the predetermined time, for example 1 hour before the start of the webinar.

Make sure you have a copy of the slide show from the presenter(s): If the presenter(s) plan to show slides, make sure you have a copy of the file on hand, in case they have a technical problem sharing their screen during the webinar.

Optional: Re-send any pre-reading information: If pre-reading information or other resources were shared with attendees when they registered, resend the information as a reminder the day before the event.

Optional: Consider preparing a "Sorry for technical difficulty" message: Prepare any email messages that may need to be sent out to the webinar attendees in a timely manner on the day of the webinar, for example a message that can be sent to the attendees in the unlikely event of a technical problem that disconnects them during the webinar. An example message is included in Appendix K. (We have fortunately not run into any such difficulties in previous webinars so this message has not been needed!)

Optional: Consider suggesting that panelists restart computer the day of the webinar: We have occasionally had a panelist experience a technical glitch that was resolved by restarting their computer. Consider sending a message to each panelist to suggest that they consider restarting their computer an hour or so before they sign on to the webinar. This will make sure there are no background programs running that could interfere in some way with the quality of their connection during the broadcast. However, restarting can also be risky, so we generally have not made this request.

6. Things to do the day of the webinar

Resend the panelist links: About an hour before the webinar start time, resend the Zoom links to the panelists so that they are readily accessible in their email inbox, and send a separate email message to them to notify them that the panelist link has been resent. An example message is show in Appendix L.

Optional: Check for last-minute registrants: Check the Zoom registration list for any last-minute registrants. This step is optional because the Zoom registration system will automatically enable them to join the webinar when it starts, but it might be helpful to know in advance who has registered.

Optional: Consider joining the webinar as an attendee from a separate computer: If you register and sign on as an attendee on a separate computer, you can see what the attendees are seeing throughout the webinar. Make sure to register using an email address that is not the email address used to sign into the webinar host account or listed as a panelist.

Optional: Prepare a list of email addresses for all registrants: If there is an unexpected need to contact all registrants at short notice, you can do this more quickly if you already have a list of email addresses prepared in a format that can easily be pasted into the BCC line of an email message.

Optional: Cue up the "Sorry for technical difficulty" message: If you have prepared a "Sorry for the technical difficulty" email message, have it saved as a draft and ready to send to the attendees in the unlikely event of a technical problem that disconnects them during the webinar. (An example message is included in Appendix K.)

Optional: Consider resending the "restart computer" suggestion to the panelists: If you suggested that panelists consider restarting their computer at some point before the start of the webinar, you might want to send a reminder message. This will make sure there are no background programs running that could interfere in some way with the quality of their connection during the broadcast.

7. Things to do just before the webinar

Host sign in 45 minutes before webinar broadcast: The host should sign in to the webinar about 45 minutes before the scheduled webinar start time. To sign in, click on “Start practice session”. The webinar will be started in practice mode at this time, and the host can carry out the set-up steps listed in Appendix M. (Note that Appendix M is a subset of Appendix C: Things to test during the final preparation meeting.)

Panelists sign in 30 minutes before webinar broadcast: Panelists should sign in 30 minutes before the scheduled webinar start time, in order to test that their video cameras and microphones are working properly, and that they can share their screens if needed for their presentation. This will allow time to fix any minor technical problems that might arise.

Mute all microphones except for the moderator: Just before the webinar broadcast begins, make sure that all participants except for the moderator have muted their microphones.

Pause for 30 seconds after clicking “Start webinar” button: At the scheduled webinar start time, the host will click the “Start webinar” button on Zoom. The moderator should then wait for about 30 seconds before beginning their welcoming remarks. This pause is needed because it takes some time for Zoom to connect the attendees and for the recording to begin.

Confirm that the recording has started: If the automatic recording feature has been selected, the recording will begin as soon as the broadcast starts. The host should double check that the session is begin recorded. (They can click the “Start recording” button if needed, and chose the “save to cloud” option if it is available.)

8. Things to do during the webinar

Make sure only the speaker's microphone is on: When "attendee view – follow speaker" mode is on (see Appendix M), the attendees will only see the video of the speaker. In order for the video focus to remain in the speaker throughout their presentation, the host should keep an eye on the microphones for all panelists, and mute the microphones for non-speaking panelists if needed. It is generally desirable for the Q&A session feel conversational, so all those participating in the Q&A session can have their microphones turned on throughout the session.

Monitor the chat box: Panelists will be able to chat with one another (see Appendix M), so keep an eye on the chat box in case a panelist has entered anything, for example to convey a technical issue that they are having.

Monitor the Q&A box: Attendees will be invited to enter questions into the Q&A box, and the moderator can incorporate these questions into the Q&A session as they feel is appropriate. Note that although only the panelists will be able to see the questions as they are entered, if any panelist types an answer to the question in the Q&A box, it will then be visible to all attendees.

Optional: Monitor the webinar from the "attendee" computer: If you have joined the webinar as an attendee from a separate computer, you can monitor the broadcast from the attendee's perspective as it progresses. (Zoom allows some things to be adjusted during the broadcast, and since Zoom's features are routinely updated, it might be helpful to review the webinar resources on the Zoom website in advance.)

9. Things to do immediately after the webinar

Debrief with panelists: If a short debriefing discussion has been scheduled immediately following the webinar, this is an ideal opportunity to thank the panelists and ask for their feedback about the organizing process and the event. Although a brief discussion is typically preferred, this debrief can be done by email instead.

Update the participant list: Download the Zoom attendee list and update the registration list to indicate who attended the event. This is helpful overall for the HRA to have an ongoing record of the number of people who register and attend our webinars, and the attendee list is needed for the feedback survey, since that survey is only sent to those who attended.

Add new contacts to HRA mailing list: Our standard Zoom webinar registration form includes the question "Would you like to join the HIBAR Research Alliance mailing list, for occasional updates on news and events?" Please send the registration list including the answer to this question to HRA Manager Michele Mossman, so that she can make sure the new contacts are appropriately added to the mailing list.

Send the feedback survey to attendees: Send the prepared feedback survey message to attendees. (See Appendix J.)

Have the webinar recording edited: Contact the HRA video editing team and send them the recording of the webinar. They will prepare an edited version than can be uploaded to the HRA youtube channel, and shared by various means, including via the HRA website.

Update the website event notice: Contact the HRA website team and ask them to update the details about the webinar on the HRA website appropriately (for example, remove it from the "upcoming events" list and include a line in the webinar description that says "A recording of the webinar will be available shortly.")

Prepare the content for the "highlights" video: Watch the webinar recording to identify key takeaway messages. Often the best takeaway messages are those that the presenter(s) explicitly highlighted, but there are sometime gems that arise from the Q&A session and these can be included as well. Send this suggested content to the HRA video editing team so that they can prepare the highlights and takeaways videos.

10. Things to do during the week following the webinar

Summarize the Q&A report and responses to feedback survey: Download the Q&A report from Zoom and prepare a summary of the feedback survey responses. These will be shared with the panelists along with the final videos. (See Appendix O.)

Share the draft webinar recordings with the panelists: When the edited webinar recording and the highlights video are available, share the draft versions with the panelists to ask for their feedback. An example message is provided in Appendix N.

Upload and post the webinar videos: When the edited webinar recording and the highlights video are finalized, contact the HRA website team so they can upload them to our HRA youtube channel and post the link on our website.

Share the video links with the panelists: Send an email message to the panelists to share links to the final videos. An example message is provided in Appendix O.

Share the video links with the registrants: Send an email message to all of the webinar registrants (not just those who attended) to share the links to the webinar videos. An example message is provided in Appendix P.

Update this webinar guide: This guide is intended to evolve as we learn from each of these webinar experiences. Based on your experience in organizing this webinar, please update this guide with any information that you think may be useful for organizing and hosting future webinars, including any feedback offered by presenters, panelists, and attendees.

Update the "Background information for prospective webinar presenters" document: Based on your experience in organizing this webinar, please update the background document in Appendix A with any revisions or additions that you think would be helpful to share with prospective presenters for future webinars.

APPENDIX A: Background information for prospective webinar presenters

Note: Michele Mossman can provide a separate Word version of this document.

The HIBAR Research Alliance Webinar Series

Background information for prospective webinar presenters

Focus of the webinar series

The HIBAR Research Alliance webinar series provides a forum for research leaders to share their experiences related to a variety of aspects of Highly Integrative Basic And Responsive (HIBAR) research projects. Some of the webinars in the series highlight a particular HIBAR project, and the discussion focuses on aspects and challenges of HIBAR projects that may be different from other types of research. Others focus on issues related to HIBAR projects more generally, and discussions highlight steps that can be taken at the institutional level to enable more of this work.

What is a HIBAR project?

Highly Integrative Basic And Responsive (HIBAR) projects are co-led by academic researchers and experts outside of academia, embracing the academic character and purpose of basic research while addressing a societal challenge. The inherent synergy within a HIBAR project accelerates knowledge creation and generates better solutions, making a distinct and valuable contribution to the research landscape. This synergy is the result of:

Shared leadership by people in academia and society, working in an equitable partnership: The diverse perspectives they bring to the project mean that, together, they make wiser decisions about the direction, participants, and activities within the project – from the start and throughout.

Integrated purposes of seeking new knowledge and addressing a problem in society: Together, these purposes lead project teams, informed by the context of the societal challenge, to draw from a wider set of knowledge, skills, and problem-solving methods.

The integrated elements of HIBAR research are explained in more detail in this video and on the HIBAR Research Alliance website.

What is the HIBAR Research Alliance?

The HIBAR Research Alliance (HRA) is a network of individuals and organizations that share the vision of an improved research and innovation ecosystem that better contributes to solving society's critical problems. HRA activities focus on encouraging cultural and structural changes within universities to enable more HIBAR research throughout the university system.

Webinar audience

The webinar audience encompasses people with a broad range of backgrounds from all areas of research, including science, technology, social sciences and humanities. Some are currently researchers, some have senior administrative positions in universities, and some are from organizations outside of the academic system. They all share an interest in HIBAR research projects and particularly in encouraging changes in the organizational culture within the academic system to make it possible for more people to carry out HIBAR projects. In its current format, we typically expect ~20-60 attendees to join in the live webinar broadcast. More importantly, we post a recording of each webinar on the HRA website so that many more people watch it later.

Webinar format

The webinars may be presented by an individual, or by a team of two or more people who are participating in the project. There is no requirement for a specific format, though the one-hour webinars organized to date have followed this approach:

- Moderator's introduction to the webinar series and format (~5 min)
- Brief description of HIBAR projects and the HRA, with a focus on the webinar topic (~5 min)
- ~20-minute talk by the presenter(s) (~20 min)
- Moderated Q&A: questions asked by webinar attendees (~25 min)
- Wrap up and highlight of key take-away messages by the presenter(s) (~5 min)

Suggestions for presenters to consider as they plan their ~20 minute talk

This suggestion specifically applies to presenters who will be sharing their experience in leading a HIBAR project. We suggest that presenters emphasize the HIBAR aspects of their work, as this will be of great interest to all of the attendees, regardless of their disciplinary background.

Here is an example structure for the 20-minute talk:

- A high-level description of the topic, intended for a broad audience (~6 min)
- A deeper dive into key aspects of HIBAR integration within the research (~8 min):
    - integrating dual purposes of seeking new knowledge and addressing a societal problem;
    - integrating academic research methods with creative problem solving;
    - integrating shared leadership between people in academia and society; and
    - carrying out long-term research with a sense of urgency to solve a pressing problem.
- A summary (~6 min) describing, for example:
    - the impact that the project has had so far, or is anticipated; and
    - challenges related to HIBAR integration aspects and how they were addressed.

During the Q&A session, there will be the opportunity for the presenter(s) to expand further on key HIBAR aspects of the project.

Take-away messages

The primary goal of the webinar series is for experienced people to share what they have learned in doing and/or encouraging HIBAR projects. Presenters are asked to offer a few brief HIBAR-related "take-away" messages that they can highlight at the end of the webinar. These may be high-level observations, lessons learned about how to conduct these types of projects in partnership with colleagues from diverse fields and organizations, or anything else that others might find helpful as they themselves pursue HIBAR projects or encourage others to do so. The HRA is curating these take-away messages and sharing them in different ways.

Next step for prospective webinar presenters

If you are interested in presenting a webinar, please contact us at hibar.research.alliance@ubc.ca. We look forward to speaking with you!

APPENDIX B: Example invitation email to send to a prospective moderator

Here is an example email message to invite someone to moderate the webinar.

To: All panelists (and assistants, if applicable)

Subject: Invitation to moderate HIBAR Research Alliance webinar highlighting [*topic*]

Dear [*name*],

[*Name*] suggested that we contact you with this invitation to moderate a 1-hour webinar on [*webinar date and time*]. The webinar speakers are [*speakers*], and they will be speaking about [*topic*].

This webinar is hosted by the HIBAR Research Alliance (HRA), related to its efforts to enable more Highly Integrative Basic And Responsive (HIBAR) research projects. These projects are co-led by academic researchers and societal experts, embracing the academic character and purpose of basic research while addressing a societal challenge.

The upcoming webinar may be of particular interest to you, because [describe connection]. If you would be interested and available to moderate the webinar, your contribution to the discussion would be greatly appreciated.

The required time for this moderator's role is very modest: just a ~30-minute discussion with the organizing team at a convenient time prior to the event, and then joining the 1-hour webinar to introduce the speakers and moderate the ~25-minute Q&A session following their presentation.

Could you let me know if you'd be interested and available to moderate this webinar?

Sincerely,
[*NAME*]

APPENDIX C: Things to test during the preparation meeting

For the preparation meeting, we have typically connected via a regular Zoom meeting for simplicity. However, if any of the panelists are not familiar with the Zoom webinar platform, it may be preferable to either set up a test webinar for this call, or to connect to the scheduled webinar in practice mode.

This meeting offers an opportunity to emphasize the goals of the HRA webinar series as a forum for participants to share their experiences related to variety of aspects of HIBAR research. In some cases, it may be helpful to ask the presenter(s) to give a "dry-run" of their presentation, to ensure that the content and duration are appropriate for the planned webinar format and audience. The meeting is also an opportunity to ensure that participants are familiar with the key features of the Zoom platform.

If this call is set up as a test webinar, you can use this checklist to familiarize participants. This checklist is likely not needed if this meeting is set up as a regular Zoom meeting.

<u>Things for the host to set up</u>

- In the "more" menu in the "participants" window, shown as three dots "…" :
    - Enable "Allow panelist to start video" (A check mark will be visible on the left.)
    - Check that "View the participant count" is disabled (No check mark visible)
    - Disable "Raise hand" (No check mark visible)
    - Enable "Attendee view – follow speaker" (A check mark will be visible on the left.)
- In the menu in the "chat" window, shown as three dots "…" :
    - For "Panelists can chat with", select "hosts and panelists" (A check mark will be visible on the left.)
    - For "Attendees can chat with", select "no one" (A check mark will be visible on the left.)
- In the "Screen share" menu, click on "Advanced sharing options" and allow Host and Panelists to share their screens.
- As panelists sign in, rename the panelist as needed.

<u>Things for the host to test and/or confirm, especially if the panelists are not familiar with Zoom</u>:

- Test that each panelist can turn their own video camera and microphone on and off.
- Test the screen share features for each panelist who will be showing slides.
- Ask all panelists to mute their microphone when they are not speaking.
- Ask all panelists to keep their video camera on throughout the webinar.
- Check that the "raise hands" feature is disabled.
- Check that the "chat" feature is disabled for the attendees.
- Test the hand-off from panelist to panelist as per the agenda, including screen sharing.

APPENDIX D: Example follow-up email message after final preparation meeting

Here is an example follow-up email message to send to the panelists after the final preparation meeting, highlighting key information.

To: All panelists (and assistants, if applicable)

Subject: A few logistical details for our [*webinar date*] HIBAR Research Alliance webinar

Dear [*Panelists*],

It was really nice to connect in our call just now about our [*webinar date*] webinar. I'm writing to confirm a few logistical details from our discussion:

<u>Connecting for the webinar on Zoom</u>: In a separate email message, I will send you a personalized panelist link to use to sign on to Zoom on the day of the webinar.

<u>Technical check on the day of the webinar</u>: The invitation currently on your calendar includes time for a technical check during the 30 minutes prior to the webinar broadcast. ***We would really appreciate if you can sign on to the webinar at [sign-in time] so that we can make sure that audio, video, and screen-sharing features are working properly for everyone.*** We will start the broadcast promptly at [*broadcast start time*].

<u>Optional debrief session</u>: Zoom does not enable panelists to stay on the platform at the end of the webinar, so when we end the webinar at [*broadcast end time*], we will all be disconnected. If you have time for short debrief discussion of the panelists immediately after the webinar, it would be wonderful to have an opportunity for a brief (5-10 minute) wrap-up. I will send a separate calendar invitation with a new Zoom meeting link for this optional debrief discussion.

<u>Emergency contact information</u>: If you have any technical difficulties on the day of the webinar, you can reach me by phone or text at [*cell phone number*].

<u>Webinar format</u>: Here's a quick recap of the 1-hr webinar format that we discussed today:

[*Include format details – example shown here:*]

- Brief opening comments from moderator
- Brief overview of HIBAR research
- Presentation (~20 min)
- Q&A session (~25 min)
- Recap of key takeaway messages (~5 min)

If you have any questions about the webinar, please just let me know. We are looking forward to it!

Sincerely,
[*NAME*]

APPENDIX E: Example event notice

JOIN OUR NEXT HIBAR RESEARCH ALLIANCE WEBINAR

The impact of direct giving on people experiencing homelessness:

Experimental evidence from Vancouver, Canada

Monday, November 22, 2021

11am-noon PT (2-3 pm ET)

All are welcome - please feel free to share this event notice.

REGISTER HERE

Homelessness is a growing social, economic, and health crisis. A research team based in Vancouver, Canada, is tackling this crisis through the New Leaf project, a HIBAR research project investigating whether unconditional cash transfers can empower people to move beyond homelessness. This innovative intervention has the potential to reduce homelessness through an agentic approach beyond the provision of emergency services such as shelters and meal programs. This project is a partnership between Foundations for Social Change, a charitable organization that develops evidence-based solutions to advance social change, and the University of British Columbia.

The New Leaf research team conducted the world's first randomized controlled trial examining the impact of unconditional cash transfers on individuals experiencing homelessness. In this trial, they distributed a one-time unconditional cash transfer of $7,500 to each of 50 homeless individuals in Vancouver, with another group of 65 as controls. The results of the trial demonstrate that the cash transfers led to significant improvements in housing stability, food security, savings, employment, and cognitive function, with no increases in spending on temptation goods. Based on a cost-benefit analysis, the cash transfer produced $600 net savings per person per year via reduced social service use. The research findings suggest that unconditional cash transfers can be an effective solution to reduce homelessness. Preparations for an expanded trial in Vancouver and Toronto, Canada, are underway.

Webinar speakers:

Alice Hopkins
Program Manager
Foundations for Social Change

Jiaying Zhao
Associate Professor and Canada Research Chair
University of British Columbia

Webinar speakers Jiaying Zhao, Associate Professor and Canada Research Chair at the University of British Columbia, and Alice Hopkins, Program Manager at Foundations for Social Change, will describe how the research partnership developed and how the team applied advances in behavioural sciences, cognitive psychology, and behavioral economics to demonstrate that direct giving is an effective tool to quickly reintroduce stability into people's lives.

For more information about the HIBAR Research Alliance webinar series, please visit www.hibar-research.org.

APPENDIX F: Example list of generic questions for the Q&A session

This example list may be useful as a starting point for preparing a list of questions to have on hand:

On the topic of motivations:

1. How did you identify a research project that included the opportunity for discovery of new knowledge while also intending to solve a specific problem?
2. Did you have in mind a particular application when you started the project, or a particular theoretical goal? Or were both components always present?
3. Did the research team have a particular inspiration when first thinking about this project?
4. Can you give an example of new knowledge that resulted from the project you described, and how have you shared this new knowledge with the broader academic and practitioner communities?

On the topic of cross-sectoral partnerships:

5. How did the research collaboration develop? To what extent did networking play a role?
6. How would you describe the role that your project partners took in identifying and developing the key research questions that you together addressed?
7. What was the biggest unexpected challenge you faced with regard to the cross-sectoral partnership aspects of the network?
8. Did the urgent need for this work help to reduce or overcome any barriers that would typically be associated with developing cross-sectoral partnerships?
9. Was the process of developing new cross-sectoral partnerships different from that of previous partnership efforts?
10. How did you identify and engage people who have the cross-sectoral expertise that you need for this particular project?
11. How can we apply what we have learned so that we can more readily develop new partnerships to solve important societal problems in the absence of an acute global crisis?
12. Your research field is moving a pace of development that is much faster than many other fields. How does this rapid pace influence your approach to developing cross-sectoral partnerships?
13. What advice would you give to a faculty member who is initiating a HIBAR project partnership in terms of making sure that their partners are adding value intellectually and are truly engaged, for example by actively participating in the decision-making process throughout the project?

(Continued) APPENDIX F: Example list of generic questions for the Q&A session

14. Does your work require you to engage with key stakeholders who may not be familiar with academic research methods and perspectives. If so, was it necessary to address this directly? How did you address it?

15. Have you encountered, or do you anticipate that you will encounter, any conflict between traditional research methods and creative design methods? If so, how will you manage the conflict?

16. Your work integrates researchers with different backgrounds, experiences, and perspectives. Do these diverse perspectives generate a creative tension in discussion about the project design and implementation? If so, have you had to take specific steps to maintain generative, functional conflict in the discourse?

17. What specific steps do you take to make sure that all of the research partners are engaged in the decision-making process for the project?

18. Based on your experience, what can universities can do from a structural or support perspective to make it easier to develop and sustain relationships between university researchers and cross-sectoral research partners?

<u>On the topic of institutional change</u>:

19. What are some specific actions that university leaders can take help to encourage more HIBAR partnership efforts of this type?

20. Did you encounter anything surprising or unexpected related to the institutional change efforts at your institution as part of this project?

21. Are successful institutional change efforts more likely to develop as a result of bottom-up or top-down efforts?

22. Can you point to specific aspects of the organizational structure or culture of participating universities that enable institutional change efforts to succeed?

<u>On the topic of personal experience</u>:

23. Has the experience of participating in this project changed your own approach to research? If so, can you give an example of how it has changed?

24. Did you face a decision about whether to stay at the university or to work full time for one of your start-up companies? If so, was the ability to pursue HIBAR research at your university a factor in this decision?

(Continued) APPENDIX F: Example list of generic questions for the Q&A session

25. What is one barrier that you encountered related to the cross-sectoral or dual-motivation aspect of your work that you did not expect or that surprised you, and how did you overcome it?

26. How is work like this evaluated as part of a tenure and promotion process?

27. Knowing what you know now about how this research has progressed, if you had the opportunity to start this work over again, is there anything you would do differently?

28. Has the media responded to your work? If so, does the response differ from that for more traditional forms of research?

<u>On the topic of graduate students</u>:

29. Your work highlights the importance of clear and effective communication between different people with different backgrounds, expertise, and perspectives. Do you think that training in communication of this type, for example as a component of postsecondary education, would help to encourage more HIBAR projects of this type?

30. What role do graduate students play in your projects? Are there structural or programmatic changes that the university could make that would enhance their contributions?

31. Universities have an opportunity to enable a greater number of graduate students to participate in deep partnerships with problem-solvers outside of academia, focusing on impactful projects that are intended to simultaneously discover new knowledge and address societal problems. Are there other things that universities can do to retain graduate students who are motivated to do work that will benefit society?

32. HIBAR projects that are co-led by societal partners and motivated to both pursue basic knowledge while addressing urgent societal challenges can lead researchers to approach projects differently than they otherwise might. Are the traditional evaluation processes, particularly for graduate students, sufficiently flexible to enable fair evaluation of what might be considered as a non-traditional approach in a particular discipline? If not, what should universities do to ensure fair and effective evaluation?

<u>On the topic of research funding</u>:

33. Did the sources of funding for this project influence the research design and implementation in any way? If so, how?

34. Are you aware of any funding initiatives supporting institutional change?

35. How important is the relationship between funders and researchers for building and sustaining HIBAR project partnerships?

(Continued) APPENDIX F: Example list of generic questions for the Q&A session

36. This area of research is increasingly attracting funding sources outside of the government and agency funders that more typically fund research at universities. Does the non-traditional nature of this funding change your approach to the design and implementation of these projects? If so, how?

37. This area of research is increasingly attracting funding sources outside of the government and agency funders that more typically fund research at universities. This is a complex area, however, and those interested in funding it may not have the scientific background to deeply understand your work. Have you experienced any communication challenges in circumstances such as this, and can you offer any advice to others who face similar challenges?

<u>On the topic of technology transfer</u>:

38. Have you experienced any tension or conflict related to the timing for publishing versus patenting the results of this work?

39. There are pressures today for research results to be open source, and sometimes these stem from misunderstandings about the value of the patenting system in enabling investment in new solutions. Have you experienced any tension or conflict within the academic system because of this type of concern? If so, how did you address this? Did this influence your course of action?

40. What role has your university technology transfer office played in relation to your research?

<u>On the topic of timeframes</u>:

41. What advice would you give to others facing a similar long journey to yield substantial societal results, about how to maintain enthusiasm for everyone involved?

42. Are there specific things we can learn from your experience about how to maintain enthusiasm for tackling challenging problems over a long haul?

<u>On the topic of research publications</u>:

43. Do you face any challenges in the project related to the need to publish the work in the academic literature? For example, do you experience any conflict related to balancing the effort needed in preparing publications and the effort needed in maximizing the societal impact of the work?

APPENDIX G: Example email message re sending Zoom panelist link

Here is an example email message to panelists, to let them know you have sent the panelist links.

Subject: Panelist link for [*webinar date*] webinar has just been sent to you

Dear [*Panelists*],

You should have just received an email message with your personalized panelist link for the [*webinar date*] webinar. The message was sent via the Zoom platform and the panelist link included in that email message is the one that you will use to join the webinar.

Please sign on using this panelist link at [*sign on time*], which is 30 minutes before the webinar start time [*webinar start time*] so that we can check that the technical details are working properly for everyone.

(The Zoom panelist invitation message notes the webinar start time, which is [*webinar start time*].)

I'll also paste these speaker-specific panelist links in the calendar invitation and I'll resend the link to you by email on the day of the webinar, so that it will be easy to access in your inbox.

<u>Emergency contact information</u>: If you have any technical difficulties on the day of the webinar, you can reach me by phone or text at [*cell phone number*].

Sincerely,
[*NAME*]

APPENDIX H: Example script for the moderator

This is an example script for the moderator of the webinar. The script can be modified as needed to suit the webinar topic and format.

Welcome and introductory comments (~3 minutes)

Good morning, everyone, and welcome to today's webinar sponsored by the HIBAR Research Alliance, also known as the HRA. I'm [*name*] from [*affiliation*], and I'll be the moderator of today's one-hour event. This is the [*number of webinars we've done*] in our series webinars for researchers, research administrators, and others who are interested in what we call "Highly Integrative Basic and Responsive" research.

Before our featured presentation by [*name(s)*], I would like to explain the structure of today's meeting: we will begin with a brief overview of the HIBAR research concept by [*name*]; next, [*name(s)*] will speak for about 20 minutes; we'll then have about 20 minutes for Q&A, followed by an opportunity for [*name(s)*] to offer any final take-aways.

You will be able to type your questions for [*name(s)*] in the Q&A box that should appear at the bottom of your screen. Although I have a list of questions to help seed the conversation, we would greatly appreciate any questions from attendees that will help us explore the HIBAR aspects of [*name(s)*] work.

Finally, we will be sending out a short survey to all attendees following today's webinar, hoping that you can provide us with constructive feedback. Please look for that survey to arrive by email.

Now let's get started.

Brief introduction to the concept of HIBAR and to the HIBAR Research Alliance

[*Name, title, and affiliation*]

Introduction of speaker

And now, I'm pleased to introduce today's presenter(s), [*name(s)*]. [*~2 sentence bio.*] What we'll learn about today is how [*presenter's or presenters'*] work is a dramatic example of HIBAR research.

Q&A session

[*Use seeded questions and questions from Q&A Box.*]

Final take-away messages

[*Presenter(s) offer final take-away message – 3-5 minutes.*]

Thank you and goodbye

Thank you so much, [*presenter's or presenters' name*], and thanks to everyone who has attended today's webinar. Please stay tuned for announcements of future events in this series.

APPENDIX I: Example feedback survey questions

These survey questions have been set up an online survey using the Survey Monkey website.

Feedback Survey

We appreciate your feedback about the [*webinar date*] HIBAR Research Alliance webinar, describing [*title of webinar*]. Presenter(s) [*name of presenter(s)*] described [one-sentence webinar topic description].

Your responses to these questions will enable us to adapt future webinars to be as impactful as possible.

1. What did you like best about this webinar?
2. What did you find to be the most significant take-away message?
3. What did you like least about this webinar?
4. Did you learn anything during the webinar that could cause you to do anything differently, either as part of your own research endeavours or in helping others to carry out HIBAR projects?
5. Are you likely to encourage your colleagues to watch the webinar recording? If so, please share the link that we will be circulating by email shortly! If not, can you describe why not?
6. Which of the following would you like to see in the format of future 1-hour webinars (select one)
    - Less time describing the research project, and more time for the Q&A session
    - Less time on the Q&A session, and more time for project details
    - No change needed in the format – the balance between project details and the Q&A session was just fine.
7. Regarding the Q&A session, please select all of the following that apply:
    - I submitted one or more questions using the Q&A box.
    - I would have asked more questions but there were already a lot of questions being asked.
    - I didn't have any questions that I wanted to ask.
    - Someone else asked the question that I was wondering about.
8. Can you offer any other comments or suggestions about any aspect of the webinar series? These aspects could include, for example, the format and duration of the webinars, the topics covered, access to recordings of past webinars, and the invitation and registration process.

APPENDIX J: Example email message to share feedback survey link

Here is an example email message to send to the attendees following the webinar with a link to the feedback survey.

To: All webinar attendees (not all registrants, just attendees)

Attendee addresses must be entered in the bcc field so that the list is not visible to recipients.

Subject: Request for feedback on today's HIBAR Research Alliance webinar

Dear HIBAR Research Alliance webinar attendees,

Thank you for attending today's HIBAR Research Alliance (HRA) webinar [*title of webinar*], describing [*brief description of webinar topic*].

We would appreciate if you could take a few minutes to provide your feedback about the webinar by completing a brief survey, which you can access via this survey link [*hyperlink "via this survey link" to online survey*]. Your responses to these questions are greatly appreciated, as they will enable us to adapt future webinars to be as positively impactful as possible.

Today's webinar was recorded, and we will share a link to the recording with you as soon as it is available.

To learn more about HRA's events, activities, and resources, please visit our website.

Sincerely,
[*NAME*]

APPENDIX K: Example email message to send in the event of technical difficulties

It may be appropriate to prepare a message that can be sent to the attendees in the unlikely event of a technical problem that disconnects everyone during the webinar. An example message is included in here. (We have fortunately not run into any such difficulties in previous webinars so this message has not been needed!)

To: Ideally send only to webinar attendees, but it may be necessary to send to all registrants

Attendee addresses must be entered in the bcc field so that the list is not visible to recipients.

Subject: Apologies for technical difficulties with today's HIBAR Research Alliance webinar

Dear HIBAR Research Alliance webinar participants,

We are very sorry that we have experienced technical difficulties during today's HIBAR Research Alliance webinar. We will reconnect as soon as possible. Please stay tuned for an email message with further instructions.

Sincerely,
[*NAME*]

APPENDIX L: Example email message re resending Zoom panelist link

About an hour before the webinar start time, resend the Zoom links to the panelists so that they are readily accessible in their email inbox, and send a separate email message to them to notify them that the panelist link has been resent. Here is an example email message.

To: All panelists (and assistants, if applicable)

Subject: Zoom panelist link for today's webinar should be in your within a few minutes

Dear [*Panelists*],

For easy access, I have just resent the Zoom panelist link to you - it should be in your email inbox within a few minutes, likely listed as being sent by Zoom. This is the same link that was sent on [*date*], and is also included in the calendar invitation for today's webinar.

Please use this link to connect to the Zoom platform at [*sign on time*] so that we can make sure that audio, video, and screen-sharing features are working properly for everyone. We will be in "practice mode" at that time, and we'll start the broadcast at [*webinar start time*].

If you have any problems, you can reach me by phone or text at [*cell phone number*].

Sincerely,
[*NAME*]

APPENDIX M: Things for the host to set up immediately before the webinar

To sign in, click on "Start practice session". The host should sign in to the webinar about 45 minutes before the scheduled webinar start time. Once the practice session has been started, the host can then carry out the set-up steps listed here.

Things for the host to set up

- In the "more" menu in the "participants" window, shown as three dots "…" :
  - Enable "Allow panelist to start video" (A check mark will be visible on the left.)
  - Check that "View the participant count" is disabled (No check mark visible)
  - Disable "Raise hand" (No check mark visible)
  - Enable "Attendee view – follow speaker" (A check mark will be visible on the left.)
- In the menu in the "chat" window, shown as three dots "…" :
  - For "Panelists can chat with", select "hosts and panelists" (A check mark will be visible on the left.)
  - For "Attendees can chat with", select "no one" (A check mark will be visible on the left.)
- In the "Screen share" menu, click on "Advanced sharing options" and allow Host and Panelists to share their screens.
- As panelists sign in, rename the panelist as needed.
- Ask the moderator if they would like to be listed as "co-host".

Things for the host to test and/or confirm as panelist join the call

- Test that each panelist can turn their own video camera and microphone on and off.
- Test the screen share features for each panelist who will be showing slides.
- Ask all panelists to mute their microphone when they are not speaking.
- Ask all panelists to keep their video camera on throughout the webinar.
- Check that the "raise hands" feature is disabled.
- Check that the "chat" feature is disabled for the attendees.
- Test the hand-off from panelist to panelist as per the agenda, including screen sharing.
- Let the panelists know that you will "unshare" their screen, if they forget to do so.
- The moderator and the presenter(s) should confirm how the moderator will cue the presenter when they are nearing the end of their allotted presentation time. Ideally, they can cue the presenter without interrupting them and without being visible to the attendees.
- Remind the moderator to pause for 30 seconds after the host clicks "start webinar", before they begin to speak. This allows time for the attendees to be connected to the broadcast.
- Review the back-up plan, in case a panelist has an internet problem during the webinar.
- Check that the recording has started after clicking the "start webinar" button.

APPENDIX N: Example email message to share draft videos with presenter(s)

Here is an example email message to the presenter(s) to share the draft webinar videos.

To: Presenter(s)

Subject: [*Webinar date*] webinar recording and highlights video available for review

Dear [*Presenter name(s)*],

We have the recording of the [*date*] webinar and also a short highlights video prepared. I have included (unpublished) links to the videos below, if you would like to review them before we finalize and post them on our HRA website. ***If we don't hear otherwise by [date and time], we'll upload these versions to our HRA youtube channel.***

Short highlights video: [*paste link here*]
Full 1 hr webinar recording: [*paste link here*]

The highlights video uses excerpts from the webinar. There was a lot of great content, so it was a bit tricky to distill it to only a few takeaway messages! We decided on these:

#1: [*Add message*]

#2: [*Add message*]

#3: [*Add message*]

If there are other messages you would prefer that we emphasize, or if you can suggest any other changes, please let me know - we would be happy to update the videos.

Thank you again for sharing [*webinar/project name*] via this webinar. We look forward to sharing these recordings with our HRA community.

Sincerely,
[*NAME*]

APPENDIX O: Example email message for final wrap-up – videos, survey, Q&A

Here is an example email message to the presenter(s) to share links to the webinar videos.

To: Presenter(s)

Subject: Video links, feedback survey, and Q&A report for [*date*] webinar

Dear [*Presenter name(s)*],

One final webinar wrap-up message!

The two videos are now posted on our HRA youtube channel, here are the links:

- Full webinar recording: [*add link*]
- Highlights video: [*add link*]

We've updated the webinar page [*link the webinar page*] on the HRA website to include these videos as well.

In case you are interested, I've attached a spreadsheet with the replies that we received in response to this survey [*link to survey*] that we sent to webinar attendees. There were [#] responses, so not a large number, but nevertheless it may be interesting to see what these attendees took away from the discussion.

I've also attached the list of questions that were submitted in the Q&A box during the webinar.

Thank you again for the great webinar! We really appreciate your time and effort, and we'll be sharing the recordings and key messages broadly with our HRA community.

Sincerely,
[*NAME*]

APPENDIX P: Example email message to share video links with registrants

Here is an example email message to all of the webinar registrants (not just those who attended) to share a link to the webinar recording.

To: All webinar registrants (not just attendees)

Attendee addresses must be entered in the bcc field so that the list is not visible to recipients.

Subject: Recordings and key messages from [*webinar name*] webinar now available

Dear HIBAR Research Alliance webinar registrants,

Thank you for registering for our recent HIBAR Research Alliance (HRA) webinar [*title of webinar*], describing [*brief description of webinar topic*].

You can watch a recording of the full webinar here [link to video], and a short (~10-minute) video that highlights the key takeaway messages here [link to video].

[*If the next webinar is scheduled, include the event details here.*]

The HIBAR Research Alliance webinar series provides a forum for research leaders to share their experiences related to a variety of aspects of HIBAR research projects.

- ➔ To receive notices of future webinars in our series, please join our mailing list here.
- ➔ To see all of the content from our webinar series, please visit our webinars page and our key takeaways page.

Sincerely,
[*NAME*]