

## Family Recovery Journey: Guidelines for Online Delivery

1. Choose the application you will use. Considerations include security, pricing, and functionality for showing slides and videos as well as facilitating group participation. Ideally your local Schizophrenia Society will already subscribe to one of these.

Some options are:

- GoToWebinar <https://www.gotomeeting.com/en-ca/webinar>
    - Security is very good. Prices vary according to the number of participants.
    - Participants can download a mobile app for use on a tablet or phone.
  - Zoom video webinar <https://zoom.us/webinar>
    - Zoom was very popular during the 2020 pandemic, and security has been enhanced.
    - Be sure to turn off the option for participants to record the session, in your settings.
  - Adobe Connect Webinar <https://www.adobe.com/products/adobeconnect/webinars.html>
2. View the instructional videos to learn how to use the different features of the application.
  3. Do a test run to practice.
  4. Review the Agreement for Video Conferencing and make any adaptations necessary to fit your audience.
  5. Prepare an email for participants following the example below.
  6. Choose dates and advertise. Important: you will need email addresses of all participants, so ensure that these are obtained when people register. You may wish to set up online registration on your society's webpage.
  7. Send the introductory email to all registered participants at least two weeks prior to the first session. Ensure that you have attached the Agreement for Video Conferencing. **IMPORTANT:** Be sure to send the email to yourself and bcc to everyone else. This will protect the privacy of everyone's email addresses.
  8. Do not send out session notes prior to the meetings. Instead, send them after each session. This will prevent people tuning out the presentation to read the notes.

