

## CPD Event Approval for Live-streamed Events & Webinars (Supplementary document to the Live event Guidelines)

We manage approval of live-streamed events and live webinars via the live event approval system and in line with the *live event guidelines* located on our website under 'Guidelines'. If you would like to make an application or change an existing live event format to a live-streamed event or live webinar, please be aware of the following key points. Please note that usually approval would be only for the live event which should therefore have a live component (i.e., an online audience). However, we have made additional considerations related to COVID-19 below.

### Live Streaming and Webinar Requirements

1. Programme Directors' Declaration of Interest form must be completed.
2. No pharmaceutical or device company logos or product logos during the educational content.
3. No speakers from pharmaceutical or device companies except in exceptional circumstances (see [Promotional activity and advertising guidelines](#))
4. Speakers should be introduced and show a slide declaring their interests (unless they have none). This is usually a speaker's first or second slide.
5. The template for the streamed event (the area around the view of the slides and/or speaker) should not include advertising or names of commercial products.
6. It is advised to include a statement relating to financial support for the meeting at the beginning of the event. The support should be in the form of an unrestricted educational grant. There should be no advertising, company or product logos or the names of commercial products. Please see an acceptable example below.

### COVID-19, Burnout and Wellbeing Webinar Series 10 June 2020

This educational event is supported by an unrestricted grant from xyz commercial organisation.

### Definitions:

Live webinars are live online educational presentations with an interactive component during which participating (remote) viewers can usually submit questions and comments. Sometimes the interactivity involves a voting application (App).

Live-streamed events are streamed live events usually comprising of a lecture or a series of lectures. There may or may not be interactivity with the remote audience.

Archived live webinars and archived live-streamed events are the recorded versions of live webinars and live-streamed events respectively.

### **COVID-19 Update Relating to Live Streaming and Webinars**

During the current pandemic, busy consultants may not be able to tune-in to your event live. Therefore, when the Federation approves a live-streamed event or live webinar during the current pandemic, we will also approve access to the archived version for four weeks after the event date. The number of credits will be the same as for the live event. Participants accessing the archived version of the event may record this in their CPD diary using the approval code provided for the live event for up to four weeks after the event date.

### **Live-streamed events lasting over 2 hours**

These streamed events which last longer than 2 hours on any given day and may extend over several days will be handled in the same way as live events. The fees will be the same as for equivalent live events. Applications for hybrid events lasting over 2 hours which provide both live and live-streamed options can also be submitted by this route.

### **Short Webinars or live-streamed events lasting up to 2 hours**

Where a live streamed event lasts no more than 2 hours on any given day, providers should apply using the webinar application form (commercial or non-commercial).

### **Webinar Programmes**

Where providers develop a programme of short webinars or lectures and these events last no more than 2 hours on any given day, the Federation will approve these in a broadly equivalent way to a single day event. Therefore, up to 6 hours of CPD will be approved for the same fee as a one-day live event for that category of application (commercial or non-commercial). Providers must complete the webinar application form (commercial or non-commercial). It will enable the addition of multiple webinar sessions that are no more than 2 hours each and on different dates.

### **Archived Lectures and Webinars**

For providers seeking approval beyond the four-week period after their live-streamed event or webinar, we now have a policy in place to include additional archived webinar approval for a modest additional fee. Please refer to the the [archived lectures and webinar guidance](#) document.

### **Fees**

Please refer to [fee document](#) for all CPD events.

For further queries, please contact [CPDApproval@rcp.ac.uk](mailto:CPDApproval@rcp.ac.uk).