

Project Virtuoso: Adobe Connect playbooks released

“Project Virtuoso” is a global cross-pillar initiative and train-the-trainer program to help employees convert in-person education events to virtual Clinical Education. Corporate Clinical Affairs and the Consumables Product Group has been actively working with our country commercial organizations to serve our customers’ educational needs during this pandemic.

Read more about Project Virtuoso in our first DS Community article that you can find [here](#).

Following their great teamwork and collaboration over the past 10+ weeks two documents were developed to document and improve work processes as well as the customer experience with the Dentsply Sirona Academy:

- [Adobe Connect Seminar Room Playbook](#) – how to use the 1,500-seat Seminar Room in Adobe Connect
- [Adobe Connect Training Program for New Hosts](#) – how to be a webinar host using Adobe Connect



Adobe Connect Seminar Room Playbook

The purpose of this playbook is to ensure transparency on the roles and responsibilities, work steps, timelines and expectations as well as to serve as a tutorial and a guidance for Sharepoint Links, templates and support documents.

There are five different Live Webinar Roles – Planner, Scheduler, Host, Moderator and Speaker – for each of them you can find a definition in the playbook explaining what this role means and what their tasks are.

Additionally, you can also find a structured timeline in the playbook showing the “planning and request”-stage through to the “on demand”-stage (after the webinar was recorded and approved). This timeline also shows and explains the tasks that have to be done during each stage of the process.

Moreover, there is a Guidance for Speakers to ensure a successful Dentsply Sirona Adobe Connect session. The guidance includes tips regarding the presentation deck as well as some guidance for the speaker (microphone/headphones, background, lighting, rehearsals etc.).

Find the playbook here: [Adobe Connect Seminar Room Playbook](#)

Adobe Connect Training Program for New Hosts

The Adobe Connect Host Training Document provides an overview of the credentials required for becoming an Adobe Connect Host, the responsibilities of an Adobe Connect Host, the training steps, checklists and other training documents that are currently available.

The Adobe Connect Host Training Steps provide an overview of eight steps from the pre-webinar basic training through to after the webinar including the tasks that have to be done in each step.

Furthermore, you can find a Checklist for the Event Manager Training and the room set up as well as tips for a successful event (divided in before the webinar, on the day of the webinar and after your webinar with tasks for the Host and the Planner).

Find the program here: [Adobe Connect Training Program for New Hosts](#)

