MedEdWorld – FAQs

Welcome to MedEdWorld's Frequently Asked Questions (FAQs).

> **Questions 1 – 8** of this guide will tell you more about MedEdWorld and AMEE and explain how you can join.
> **Question 9 – 22** covers some of the questions that we feel may be most sought by Members of the MedEdWorld Community.
> **Questions 23 – 75** – the reminder of this guide- are listed alphabetically.

We hope that this guide offers all of the information that you need to get started on MedEdWorld.

What is MedEdWorld?

    a. **MedEdWorld** is an **international health professions community** of individuals and educational organisations whose purpose is **the sharing of information, ideas, experience and expertise**. MedEdWorld was **launched by AMEE in 2009** to help all with an interest in health professions education - including teachers and trainers, educationists, researchers and administrators - to learn, connect and debate about the latest developments in the field.

Joining MedEdWorld

2. How much does it cost to join MedEdWorld?

    a. As **an AMEE member/AMEE Institutional member** – full, **free** access to MedEdWorld is included in your AMEE membership. If you are an AMEE member simply activate your MedEdWorld account by logging in with your **AMEE username and password**.

    b. As a **MedEdWorld individual member** – full access to MedEdWorld is available for an annual membership fee of **£25/€32**. This can be paid by online, by telephoning the AMEE office in Dundee, or by invoice.

    c. As a **Registered User** – this is **free**.

    d. As a **member of an Affiliate organisation** – if your institution has purchased **Affiliate membership** of MedEdWorld you can join for **free** using your institutions **Affiliate Code**. Please note: if this option is available to you your institution will provide you with an Affiliate Code.

3. How do I join MedEdWorld?

    a. As an **AMEE member** - MedEdWorld is **free** to AMEE members. If you are an AMEE member simply activate your MedEdWorld account **by logging in with your AMEE username and password**.

    b. As a **MedEdWorld member** – to join MedEdWorld click on the following link and complete the mandatory fields www.mededworld.org/Member/Login-Register.aspx

        i. If you would like to receive the **MedEdWorld Select** Newsletter please **tick 'Subscribe to MEW newsletter'**

        ii. Once you have completed all of the fields please click **'Register'**.

        iii. After you have registered, please click '**Purchase a Membership'**. Please confirm your membership and follow the payment instructions.

    c. As a **Registered user (free)** : to join MedEdWorld as a registered user you should click on the following link and complete the mandatory fields www.mededworld.org/Member/Login-Register.aspx

        i. If you would like to receive the **MedEdWorld Select** Newsletter please tick '**Subscribe to MEW newsletter'**

        ii. Once you have completed all of the fields please click '**Register**'.

    d. As an **individual member** through your institution's Affiliate membership

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       i.   If your institution is an Affiliate member they will provide you with an Affiliate Code and detailed instructions on how to become a MedEdWorld individual member through Affiliate membership.

4. **What are the benefits of joining MedEdWorld**?
   a. **Registered user** –
      i. As a Registered User you will be able to access services not available to browsers including:
         1. **Forums;**
         2. **SIGs** (Special Interest Groups);
         3. **Polls.**
         4. The **Glossary;**
         5. **MedEdWorld Publish**.
      ii. Registered users can also join the **MedEdWorld Community** and create their own **My Profile**.
   b. **MedEdWorld Individual Member** –
      i. As a MedEdWorld individual member you receive all of the benefits of registered users and the ability to:
         1. **Submit content** on the MedEdWorld website including news, views and opinions on a wide range of areas such as conferences, publications, and developments in medical education.
         2. **Publish papers** on education in **MedEdWorld Publish** .
         3. **Access the live MedEdWorld webinars on key education topics and view archived MedEdWorld webinars** for free.
         4. Receive by email the fortnightly **MedEdWorld Select** newsletter, to keep up to date with news, courses and conferences in the field.
         5. **Communicate with other members** by sending **messages** through the website.
      ii. MedEdWorld individual membership is a **free benefit of AMEE membership**.
      iii. Alternatively you can join MedEdWorld as an **individual member** for an annual membership fee of **£25/ €32**.

   c. **AMEE/ MedEdWorld Institutional Member**
      i. AMEE/MedEdWorld institutional members receive one full access to MedEdWorld. Benefits include:
         1. Submission of content relating to the institution's activities;
         2. MedEdWorld Select;
         3. One FREE access to MedEdWorld webinars and archived MedEdWorld webinars for use for staff development activities;
         4. Exclusive access to search the MedEdWorld FACE database for a consultant.
         5. Benefits of AMEE membership including:
            i. Discounted AMEE publications and discounted conference registration fees for members of the institution (www.amee.org).
            ii. Institutions can join MedEdWorld and AMEE as an institutional member for an annual membership fee of **£250/ €300.**
   d. **MedEdWorld Affiliate Member**
      ii. An Affiliate is an institution with a special relationship with MedEdWorld. Members of Affiliate institutions are invited by their institution to become a full member of MedEdWorld through their institutions unique Affiliate Code. To find out more contact mededworld@dundee.ac.uk

iii. MedEdWorld Affiliate Members receive all of the benefits of AMEE/MedEdWorld Institutional membership.

iv. Affiliate Codes are provided by some institutions to members. If your institution has provided you with an Affiliate Code you should use this when registering to be automatically upgraded from a registered user to a full member. To find out more contact mededworld@dundee.ac.uk

v. Institutions can join MedEdWorld as a MedEdWorld Affiliate member for an annual membership fee of **£550/ €650.**

e. **AMEE Individual members**

i. AMEE members should use their **AMEE username and password** to login to MedEdWorld.

ii. Full MedEdWorld individual membership is a **free** benefit of AMEE membership.

AMEE members also receive the **AMEE journal Medical Teacher** and have other benefits of AMEE membership including:

i. **Discounted conference registration fees, AMEE publications, and ESME online courses.**

iii. **AMEE Individual Membership** can be purchased for an annual membership fee of **£90/ €110**.

5. **I'm an AMEE member – how do I register for MedEdWorld?**

a. **MedEdWorld is free to AMEE members**. If you are an AMEE member simply activate your MedEdWorld account by **logging in** with your **AMEE username and password**.

AMEE

6. **What is AMEE?**

a. The **Association for Medical Education in Europe (AMEE**) is a **worldwide organisation** with members in 90 countries on five continents. Members include **educators, researchers, administrators, curriculum developers, assessors and students in medicine and the healthcare professions**. AMEE organises an **annual conference** and delivers **courses on teaching, assessment, simulation, computer-enhanced learning, research and leadership skills** for teachers in medicine and the healthcare professions. AMEE publishes **the journal Medical Teacher**, a series **of education guides**, occasional papers and **Best Evidence Medical Education** guides.

Joining AMEE

7. **What are the benefits of joining AMEE as an individual member?**

a. Becoming an AMEE individual member offers a range of excellent benefits and opportunities, including:

i. **Joining an international network** of medical and health professions educators committed to excellence in all aspects of medical and health professions education;

ii. **Up-to-date information** on current developments in education in the health professions;

iii. A **free** personal copy of and online open access to **Medical Teacher**, a leading international journal of education in the health sciences, now **published 12 times a year**.

iv. A reduced members' rate for the **AMEE Annual Conference**;

v. **Free membership of MedEdWorld**;

vi. **Participate in MedEdWorld webinars** conducted by international experts free of charge (normal cost £25)

vii. Opportunity to apply for funds through the **AMEE Research Grant Programme;**

viii. **Discount on AMEE Education Guides, Occasional Papers and BEME Guides**;

ix. **Vote in the General Assembly**.

8. **How do I join AMEE?**
   a. To join AMEE you must first create an AMEE website account or login with your AMEE website account details at http://www.amee.org/Login.aspx?ReturnUrl=/MembershipApplication.aspx
   b. After logging in or registering select AMEE Membership from the left-hand menu
   c. Select the type of membership that you would like to purchase from the drop-down menu.
   d. Press the 'Next' button
   e. Select the 'Proceed' button
   f. Fill in the address where you would like your copy of Medical Teacher sent.
   g. Proceed with the necessary steps to complete your payment and membership.

Contribute to MedEdWorld

9. **Who are MedEdWorld Contributors**?
   a. MedEdWorld contributors make regular contributions to MedEdWorld and may take responsibility for providing updates on a specific area of medical education or medical education in a specific geographical area.

10. **What is the benefit of being a MedEdWorld Contributor**?
    a. MedEdWorld Contributors receive **free MedEdWorld membership** and are acknowledged as a contributor through a **prominently displayed My Profile**. Contributors also receive fortnightly an *Invitation to contribute*, an email update on the most popular content on the site.

11. **Can I become a MedEdWorld Contributor**?
    a. If you are interested in becoming a contributor please email mededworld@dundee.ac.uk with details of your areas of interest. You should be able to commit to **contributing two items per month**. The MedEdWorld administrator will confirm to you if contributions in this area are sought.
    b. While all MedEdWorld members are encouraged to add material to MedEdWorld **we are looking for contributors who will make regular contributions to MedEdWorld and take responsibility for**:
       i. An aspect of medical education that is of particular interest to them or in which they have expertise e.g. work based assessment, e- learning, curriculum planning;
       ii. Developments in medical education in a specified geographical area;
       iii. Medical education developments and news relating to a specific subject area in medicine for example surgery or physiology;
       iv. Medical education features and news as reflected in a specific journal or other publication e.g. the British Journal of Surgery.

12. **Do I need to be a member to contribute to MedEdWorld**?
    a. All members are encouraged to contribute to MedEdWorld. However, if you are not a MedEdWorld Contributor you will be required to purchase membership or login with your AMEE username and password to contribute.

13. **I have an item I would like to add to MedEdWorld– how can I do this?**
    a. All MedEdWorld members are invited to add content relevant to the MedEdWorld Community to the MedEdWorld website.
    b. **To add content** follow the steps below.

i. **Login** using your **MedEdWorld or AMEE username and password** (this service is available to full members only);

ii. **Select Add Content** from the menu bar at the top of the page;

iii. **An Add New Content window will open**, **select an option** from the drop down menu that is now visible;

iv. **Once selected an Add New Content Form will appear**, complete the fields (read the notes below for assistance);

v. **Spell check** your item by clicking on the **Spell Check button** at the top of the add new content form (spell check will open in a new window);

vi. Once you are happy with your item **click Save** at the top of the content submission form;

vii. Once saved you will be able to **edit your item** should you wish to make a change. The easiest way to locate the item is by entering the title of the item in the Search box.

viii. Alternatively, please watch our YouTube video: https://www.youtube.com/watch?v=BGCb-C82OvY

c. **Please note:**

i. Copying and pasting titles from word documents into the title box can corrupt the URL that will be generated for your item, to avoid this **please type your title directly into the title box**;

ii. **Fields marked with a (*) are mandatory**. You will not be able to save your item unless you complete these fields;

iii. Many items have a Summary field. This field is mandatory and can be a maximum of 300 characters long;

iv. **Members can only edit their own items**;

v. If there is a problem with your submission that you are unable to edit please contact mededworld@dundee.ac.uk

Advertising on MedEdWorld

MedEdWorld provides opportunities to advertise on the website. An example of this advertising is available on the right hand side on the MedEdWorld Homepage.

14. How do I advertise on MedEdWorld?

a. If you are interested in advertising on MedEdWorld please contact mededworld@dundee.ac.uk for an advertising pack.

Leaving MedEdWorld

15. How do I leave MedEdWorld?

a. To leave MedEdWorld please email mededworld@dundee.ac.uk with your Username and reason for leaving and your account will be deleted.

16. I've changed my mind – can I re-join?

a. Of course, please register again as your previous account will have been deleted.

My Profile

17. What is My Profile?

a. When you register with MedEdWorld you will have the opportunity to provide your professional information and tell us about your interests. This information is displayed in your **My Profile** and within the **MedEdWorld Community** to allow users with similar interests to connect with one another. The information you make visible to the MedEdWorld Community through **My Profile** is entirely at your own discretion, you can reveal as much or as little as you wish. The MedEdWorld Community is available to both registered users and full members.

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18. **How do I edit My Profile**?
    a. To edit your My Profile **select My Profile** from the top menu bar.
    b. **Select the edit tab** and complete the fields. (Please note **your email address is only visible to you;** please ensure this address is up-to-date if you have selected to receive MedEdWorld Select).
    c. Use the **browse button to upload an image** from your PC.
    d. To ensure you receive MedEdWorld Select please ensure the **Subscribed to MEW Newslette**r contains a tick.
    e. Once you have completed the fields **click save changes**.

19. **Who can see the information on My Profile?**
    a. **MedEdWorld members** can access and view the My Profiles of other members. **Registered users** can see the information available in the Community but cannot view individual My Profiles. **Browsers are not able to see the Community or the My Profiles** of registered users and members.

20. **What is an Affiliate Code?**
    a. **Affiliate Codes** are provided by some institutions to members. If your institution has provided you with an Affiliate Code you should use this when registering to be automatically upgraded from a registered user to a full member.

Community

21. **What is the MedEdWorld Community**?
    a. The **MedEdWorld Community** is a **networking area** where MedEdWorld registered users and members can share their professional interests and view the professional interests of others.

22. **What information is shared about me with the Community**?
    a. **MedEdWorld users and members may share as much or as little information as they wish**. Your **My Profile** is automatically populated with your **name and country** upon registering and this information is made **available to registered users and members** in the Community. If you would like to share your professional information with the community, visit your **My Profile** and update your information using the **edit tab**.

Courses

23. **What courses are listed on MedEdWorld?**
    a. MedEdWorld provides information about a **wide range of medical education courses** and workshops, both face-to-face and online, including the AMEE Essential Skills in Medical Education (ESME) courses. Two databases of Masters and PhD level HPE courses is also edited and featured. Many of these courses have been added by the MedEdWorld Community.

24. **How do I search for courses on MedEdWorld?**
    a. In the **Courses** area, courses can be accessed by **clicking 'Courses'** on the left hand side navigation menu. Courses are **listed by course start date** with those approaching appearing first. The search facility at the top of the course page allows you to search this section for courses of interest to you.

25. **I've tried to search for a course but no information is displayed?**
    a. If no information is displayed please try a different word or phrase.
    b. Alternatively you can search using the Category, Mode of Delivery or Country drop down lists.

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26. I have a course I would like to add to MedEdWorld– how can I do this?

    a.   All MedEdWorld members are invited to add content relevant to the MedEdWorld Community to the MedEdWorld website. Visit FAQ number 13 of this guide for details. AMEE members should active their MedEdWorld membership by logging in with their AMEE username and password.

Forums

27. What is a Forum?

    a.   Forums are spaces where **registered users and members** of the MedEdWorld Community can **discuss and debate** a wide range of topics of interest to the health care professions.

28. Can I join a Forum?

    a.   **Forums are open access** but **to make a comment** you must join MedEdWorld as a **Registered User or a Member**.

29. How do I contribute to a Forum?

    a.   If you are a Registered User or Member of MedEdWorld, **please log in using your Username and Password** to contribute.

30. How can I leave a Forum?

    a.   As Forums are open access you do not need to join and as such do not need to leave a forum.

31. Can I remove my posts from a Forum?

    a.   No. To avoid confusion within discussion threads, posted comments may not be removed.

32. **Can I add a new Forum**?

    a.   No. To ease the organisation of the website, only the administrator may add Forums. Members and Registered Users are encouraged to add new Threads in the Forums available.

    b.   If you have a suggestion for a Forum you would like to contribute to, please contact mededworld@dundee.ac.uk

Glossary

33. What is the Glossary?

    a.   The glossary is a **dynamic database** that is the source of information about the expanding **vocabulary used in medical education**. New terms appearing within the medical education literature will be added regularly.

34. Who compiles the Glossary?

    b.   Initially the Glossary will be compiled by the AMEE team. References will be sourced where possible.

35. How can I find a term in the Glossary?

    a.   Select the Glossary from the left hand-side navigation menu.

    b.   To search a specific term type the term into the *Search Term* box and click blue arrow button to search.

    c.   Alternatively it is possible to search terms alphabetically by clicking a letter in the A-Z bar.

36. Can I add a term to the Glossary?

    a.   Initially the Glossary will be compiled by the AMEE team but it is envisaged that in the future members of the MedEdWorld Community will be encouraged to add alternatives and suggest new definitions.

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Job Opportunities

37. I have a job opportunity I would like to add to MedEdWorld– how can I do this?

    a.   All MedEdWorld members are invited to add content relevant to the MedEdWorld Community to the MedEdWorld website. Visit FAQ number 13 of this guide for details. AMEE members should active their MedEdWorld membership by logging in with their AMEE username and password.

38. **How do I reply to a job opportunity**?

    a.   If you have seen a job opportunity you are interested in **please reply directly to the institution concerned**. Most listings should have an email or link that will direct you to the appropriate website.

39. **I've tried to search on job opportunities but no information is displayed**?

    a.   If no information is displayed please try a different word or phrase.

    b.   Alternatively, if no job opportunities are displayed this may be because there are none currently listed.

MedEd Publish

40. What is MedEd Publish?

    a.   **MedEd Publish** is an **e-library for papers that have not been published elsewhere**. In line with the move to open access publication, the e-library provides an **easy-to-search open access resource** that incorporates previously unpublished papers relevant to the field of medical education. We believe that this approach can contribute to improved research and practice in medical education by attracting more readers and assisting those working in the field to publish their work. For more information please visit: http://www.mededworld.org/MedEdWorld-Papers/MedEdWorld-Papers-Guidelines.aspx

41. Who reads MedEd Publish?

    a.   The **list of MedEd Publish papers** may be viewed **by anyone browsing** the site.

    b.   **Full text access is available** to AMEE members, MedEdWorld members, and Registered Users (there are no costs involved with registering).

42. Can I submit a paper to MedEd Publish?

    a.   The ability to submit a paper is available to MedEdWorld members. AMEE membership includes MedEdWorld membership, simply active your MedEdWorld membership by logging in with your AMEE username and password.

43. **How do I submit a paper to MedEd Publish**?

    a.   Papers for inclusion in the MedEdWorld Publish e-library should be submitted as a **word or PDF document** to mededworld@dundee.ac.uk

    b.   For a paper to be published an **author must be a MedEdWorld member** (if you are an **AMEE member** activate your MedEdWorld membership by **logging in to MedEdWorld with your AMEE username and password**).

    c.   **A Permissions to Publish Statement must be attached**.

    d.   The paper must include:

        i.   An **abstract**;

        ii.   The **authors name and contact details**. Authors are encouraged to provide additional details in their My Profile;

        iii.   **Appropriate references to the literature** i.e. names and dates in brackets in the text, followed by the full reference listed at the end of the paper.

e. **To be considered for inclusion in MedEdWorld Publish, submissions must meet the following criteria:**
   i. The subject of the paper must **address an aspect of education** of potential interest to the MedEdWorld Community;
   ii. The paper should **be readable** with appropriate attention paid to **standard writing practices.**

f. The **copyright** of a paper appearing in MedEdWorld Publish will **remain with the author**. Authors retain the rights to publish papers elsewhere. It is recommended, however, that authors should be open and transparent with potential publishers as to the publication of the paper in MedEdWorld.

g. It is the **responsibility of the author** to ensure that the above is included. Papers submitted with information missing will not be considered for publication.

44. Are MedEd Publish papers reviewed?

a. Papers submitted to MedEdWorld Publish are **not peer-reviewed or edited** prior to publication. The views expressed are those of the authors.

b. Papers submitted to MedEdWorld Publish are **checked only to ensure the content is appropriate** for a medical/health professions education journal and that they conform to minimum standards of English. If a paper is published in a language other than English, it is checked for appropriateness of content through Google Translate.

c. **The peer-review process starts post publication**. Readers who are registered users or members of AMEE or MedEdWorld are invited to rate papers and to add comments. Critical feedback should be constructive, and the name of the person commenting will be included.

45. How do I rate or comment on a paper?

a. To rate or comment on a paper log in to MedEdWorld and navigate to the paper through the MedEd Publish link in the left hand navigation menu.

b. Select and read the paper of interest to you by clicking on the PDF under 'Support Files'. The PDF will open in a new window.

c. To rate or comment on the paper return to the original window and scroll down to 'Your Rating'.

d. Click on the star to rate with 5 being the highest and 1 the lowest.

e. To comment type into the 'Leave your comment' box and click submit. All comments should be constructive.

46. I do not like a comment on a MedEd Publish paper – what can I do?

f. All comments posted regarding papers should be constructive.

g. Any comments that do not meet house rules and are considered to be defamatory or derogatory will be removed by the MedEdWorld administrator.

h. Any abuse should be reported to mededworld@dundee.ac.uk immediately with a link to the copy.

47. Can I cite MedEdWorld papers?

a. Yes. MedEd Publish papers referenced in subsequent publications should be cited as follows:
   i. **Name(s) of author(s); title; date of publication; MedEd Publish, date accessed.**

b. Tables and figures used in subsequent publications should be appropriately acknowledged.

48. How do I cite a MedEdWorld paper?

a. MedEd Publish papers referenced in subsequent publications should be cited as follows:
   i. **Name(s) of author(s); title; date of publication; MedEd Publish, date accessed.**

b. Tables and figures used in subsequent publications should be appropriately acknowledged.

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49. **Can I share a MedEd Publish paper with colleagues?**
    a. Sharing is permitted of the citation only.
    b. MedEd Publish papers are only available to MedEdWorld members and registered users. However, **colleagues may access the paper by registering with MedEdWorld for free.**

50. **I've tried to access a MedEd Publish paper but it is not displayed?**
    a. If you are a MedEdWorld member or registered user, please make sure you are logged in to the website.
    b. If you are not a MedEdWorld member or registered user you can access the paper for free by registering as a user.

Newsletter – MedEdWorld Select

51. **What is MedEdWorld Select?**
    a. **MedEdWorld Select** is a newsletter compiled by the AMEE team which brings together selected key information submitted by MedEdWorld contributors and members from around the globe.

52. **How often is it published?**
    a. MedEdWorld Select is published **fortnightly** and will be sent to your registered email address. Please ensure you have subscribed to receive the newsletter and that your email address is up-to-date.

53. **How do I subscribe to MedEdWorld Select?**
    a. To subscribe to MedEdWorld Select visit your **My Profile**, select the **Edit tab** and put a **tick** in the '**Subscribe to MEW Newsletter'** box. Remember to click '**Save Changes'** button.

54. **How do I unsubscribe to MedEdWorld select?**
    a. To unsubscribe from MedEdWorld Select visit your **My Profile**, select the **Edit tab** and **un-tick the '**Subscribe to MEW Newsletter'** box. Remember to click '**Save Changes'** button.
    b. Alternatively, the **emailed newsletter** you receive contains an '**unsubscribe'** link.

Password

55. **Help – I've forgotten my password**
    a. Please go to the **Login/Register page** and select the '**Forgotten password'** button. You will be prompted to enter your registered email address. A new password will be dispatched to you.

Publications

56. **What is included in the Publications section?**
    a. **'Publications'** contains an **easily searchable selection of publications recommended by the MedEdWorld Community**, including, Key Journal Articles, Textbooks, Master's and PhD thesis, and publications from healthcare, education accrediting and government organisations.

57. **Can I add information about a book or paper that I would like to recommend?**
    a. **MedEdWorld members are encouraged to add information** about publications that they would recommend or would like to promote to the MedEdWorld Community. **To add a publication** follow the steps listed below

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58. I have a publication I would like to add to MedEdWorld– how can I do this?

    a.   All MedEdWorld members are invited to add content relevant to the MedEdWorld Community to the MedEdWorld website. Visit FAQ number 13 of this guide for details. AMEE members should activate their MedEdWorld membership by logging in with their AMEE username and password.

Removing items

59. I would like an item I have posted to be removed – can this be done?

    a. If you have posted an item that is **inaccurate or breaches copyright legislation** contact the MedEdWorld administrator immediately at mededworld@dundee.ac.uk who will remove the item for you.

    b. Items that are not inaccurate or in breach of copyright cannot be removed. **Please make sure you are happy to share an item before you submit**.

Resources

60. What is included in Resources?

    a. This section **includes information about resources for personal use or for teaching purposes**, including video clips, images, diagrams and websites. There are two easy to search categories; *About Medical Education* and *About Medicine*. AMEE Conference videos are also under *About Medical Education*.

61. I have a resource I would like to add to MedEdWorld– how can I do this?

    a. All MedEdWorld members are invited to add content relevant to the MedEdWorld Community to the MedEdWorld website. Visit FAQ number 13 of this guide for details. AMEE members should active their MedEdWorld membership by logging in with their AMEE username and password.

    b. **AMEE Conference videos** will be added by the MedEdWorld administrator.

62. How do I find a resource that may be of use to me?

    a. To search for an item you can use a **free text search** or search by **category**.

    b. In the **Resources** area, to use the **free text search**, type the word or phrase you are looking for into the search box.

    c. You may like to narrow your search by selecting a **resource type** from the drop down menu to the right of the search box.

    d. Alternatively to search by resource type only do not include a word or phrase and simply select a resource type from the drop down menu to the right of the search box.

Special Interest Groups (SIGs)

63. What is a SIG?

    a. A **SIG** is a **Special Interest Group**. Some special interest groups are **open access** and some are by **invitation only**. Unlike forums, SIGs have **individual moderators** who have **created the SIG for a specific group of people** such as the AMEE Postgraduate Committee or the ESME course participants past and present. The **prerequisite for joining** a SIG is summarised on the **SIG homepage**. You should only request access to a SIG if you meet these requirements.

64. How do I join a SIG?

    a. To **join a SIG**, select '**Request to join'** from the right-hand column of the SIG of interest to you. A pop-up box will appear to confirm your request. **Click 'yes'** to confirm. Another pop up box will appear to confirm that your request has been **sent to the SIG moderator** who will respond to your request within two working days.

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b. You will be **notified by email** once your request has been approved.

65. **My request to join a SIG has not been approved – what can I do?**
   a. In this circumstance it is likely that you have not met the prerequisite of the SIG you have requested to join.
   b. If you feel this is an error please contact mededworld@dundee.ac.uk

66. **Do I pay to join a SIG?**
   a. Access to SIGs is free to MedEdWorld members and Registered Users. However you must meet the prerequisites of the SIG to be able to join.

67. **Can I remove a post from a SIG?**
   a. No. To avoid confusion within discussion threads, posted comments may not be removed.

Username
68. **Help – I've forgotten my Username.**
   a. Please email mededworld@dundee.ac.uk and your username will be sent to your registered email address.

Webinars
69. **What is a Webinar?**
   a. **MedEdWorld Webinars** are a series of **online interactive presentations** on topics of current interest in education in the health professions. The webinars offer an exciting opportunity to engage online with an internationally acclaimed expert and like-minded colleagues from around the globe in a live, one hour discussion.
   b. MedEdWorld Webinars are available to **MedEdWorld members FREE of charge**. **Non-members** are welcome to participate in webinars for a fee of **£25/€32 per webinar**.
   c. **MedEdWorld Webinars are recorded and archived**. Archives are made available after the live webinar and offer the opportunity to watch a presentation by an internationally acclaimed expert on a key education topic.

70. **Do I pay for Webinars?**
   a. **MedEdWorld and AMEE Membership include free access to MedEdWorld Webinars.** You can attend as many MedEdWorld Webinars as you wish within your membership period. However, please remember to **register** for them at least **24 hours in advance**.
   b. **As a Registered User, MedEdWorld Webinars** are priced at **£25/€32.**
   c. **If you are not a member or Registered user,** you should register on either the AMEE or the MedEdWorld website to create an account, or register here http://www.amee.org/login.aspx .

71. **How do I register for a Webinar?**
   a. **Log in.** If you are not an AMEE or MedEdWorld member and have not registered on the website, please register at http://www.amee.org/login.aspx. **Note:** MedEdWorld individual membership provides free access to all webinars.
   b. Select "Webinars" from the left hand navigation menu.
   c. View the list of webinars. Note: The broadcast times listed for the webinars are local times in the UK where MedEdWorld is headquartered (BST or GMT depending on the time of year).

d. Select the webinar/s of interest. Click the blue "Purchase this webinar" button located under the webinar title.
If you are a **MedEdWorld individual member or a current AMEE member this button will read "Purchase for £0".** If it does not check you are logged in. AMEE members should log in with their AMEE username and password for their AMEE membership to be recognised.

e. Click "Proceed" until you are advised that you order has been confirmed. If you are a Registered User you will be prompted to make a payment.

f. Once confirmed an email will be dispatched to your registered email address confirming your webinar registration. Please note for some webinars the purchase button may not yet be available, these webinars will open for registration shortly.

72. I want to attend more than one Webinar – do I pay for each one?

a. MedEdWorld individual membership provides free access to all webinars. AMEE individual membership includes MedEdWorld individual membership, simply log in with your AMEE username and password to attend all MedEdWorld webinars for free.

73. What equipment do I need to take part in a Webinar?

a. You will need access to a computer with a **good internet connection.**

b. Prior to the Webinar, ensure that you have the latest version of Adobe Flash Player on the computer you will join the webinar from http://helpx.adobe.com/flash-player.html.

c. Webinars are compatible with iPad and iPhone devices.

d. Although is not essential, it can enhance the webinar if you have a **web camera** and a **microphone.** This will allow you to speak and be seen during the webinar. Some devices have this as standard equipment.

e. If you encounter any technical difficulties, contact the MedEdWorld Administrator at mededworld@dundee.ac.uk.

We hope that this guide offers all of the information that you need to get started on MedEdWorld, however, should you have a question that has not been covered please email mededworld@dundee.ac.uk