

Webinar Program Submission Form

Things to consider BEFORE submitting a webinar:

- Is topic suitable for a webinar? i.e., focused in scope, dealing with single subject
- Generally there is a single presenter (two co-presenters max)
- Can the topic be covered in 60 minutes? (90 minutes max in rare cases dealing with detailed topics)
- Are there valuable, strong resources to share? (presentation material, examples, media, best practices, etc.)

Things to consider BEFORE selecting a presenter for a webinar:

- Are they knowledgeable about the topic?
- Do they have experience presenting webinars?
- Are they comfortable being on camera? And willing to be recorded?
- Will the presenter broadcast from OLC office or locally?
- Will the presenter charge a fee for presentation? or request reimbursement for travel expenses (if applicable)?

Program Title/Topic:

Program Description/Summary:

Learning Objectives:

Core Competency:

Intended Audience:

Presenter

Name:

Library/Organization:

Email:

Title:

Phone:

Submitter

Name:

Library/Organization:

Email:

Title:

Phone:

Unit Sponsor (division or committee name):