

**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: Title:   
   
Email: Phone:

**Submitter**

Name:

Library/Organization: Title:

Email: Phone:

Unit Sponsor (division or committee name):