

## **AACP Webinar Procedures and Guidelines**

1. Submit completed AACP webinar request form to Sandy Stutman at [sstutman@aacp.org](mailto:ssutman@aacp.org) for scheduling and adding to the AACP web meeting calendar. (Webinar approval will be made to moderator within one week of submission)
2. The moderator must be an officer of the governance group and will provide training on use of the system to speakers
3. Programmatic webinars(lecture hall):
  - 60 day lead time
  - Maximum 3 per year
  - Maximum 100 participants , no reservations
  - For participants: audio will be available via computer speakers.
  - For speakers and moderator: audio is available via conference call for best voice quality of service
  - AACP will conduct a test run with moderator and speakers prior to webinar as needed
4. Operational webinar(business meeting)
  - 30 day lead time
  - Suggested less than 25 participants
  - Audio will be provided for all participants via conference call
  - Suggested maximum 3 per year
5. Participant analytics are provided if requested
6. Recommended evaluation of participants after the webinar

### **Announcements and Communications for Programmatic Webinars:**

1. "Save the Date" announcement" 30 days prior via listserv (moderator will send)
2. Inclusion in AACP E-Lerts(2)
3. One week before reminder email(moderator)
4. Two days prior to webinar, URL and additional login information
5. AACP will
  - include announcement with program description, date and speakers on the group's web page
  - Add URL, codes and presentations on or after the webinar date;
  - Add to AACP calendar of events
  - Under the Related Content section, add links to recorded webinar;
  - Provide stats to moderator regarding the evaluation

## **Responsibilities:**

### Moderator:

1. Submit webinar request
2. Send out announcement emails to various listservs
3. Co-ordinate with AACP communications on AACP website, E-letters, etc
4. Gathers presentations in advance of the webinar
5. Conducts a test run of webinar with speaker at least one week in advance of the webinar presentation date
6. Start audio broadcast
7. Start the recorded if necessary
8. Introduce topic and speakers
9. Set format of webinar - Explaining to the audience how the webinar will be conducted
10. Stages the webinar
11. Take Q&A for broadcast
12. Stops audio broadcast
13. Stops the recorded
14. Closes the meeting room

### Speakers:

1. Provide finalized presentations to moderator for upload 24 hours prior to webinar

### AACP

1. Post AACP webinar request form
2. Post PowerPoint template to be used (AACP branded)
3. Post guidelines for communications
4. Post email template for announcements
5. Provide webinar room and details
6. Provide URL for recorded webinars
7. Provide post webinar analytics to moderator if requested
8. Provide any post webinar support

### **Webinar type definition:**

- Programmatic – lecture style, speakers and moderator use conference call to broadcast, participants are muted and listen through computer speakers, QA submitted via online (100 participants max limit)
- Operational – collaborative, business meeting oriented. All participants are on conference call and can be heard. (25 participants or less recommended)