AACP Webinar Procedures and Guidelines

1. Submit completed AACP Webinar request form to LaToya Casteel at mail@aacp.org for scheduling. (Webinar approval will be made to moderator within one week of submission)
2. The moderator must have approval from the current Chair of the governance group, and the moderator may be asked to provide training on use of the system to speakers
3. Programmatic Webinars (lecture hall):

    i) 60 day lead time
    ii) Maximum 3 per year
    iii) Maximum 100 participants , no reservations
    iv) For participants: audio will be available via computer speakers.
    v) For speakers and moderator: audio is available via conference call for best voice quality of service
    vi) AACP will conduct a test run with moderator and speakers prior to webinar as needed

4. Operational Webinar (business meeting)

    i) 30 day lead time
    ii) Suggested less than 25 participants
    iii) Audio will be provided for all participants via conference call
    iv) Suggested maximum 3 per year

5. Participant analytics are provided if requested
6. If the moderator would like to conduct an evaluation of the Webinar, AACP will provide a list of Webinar registrants or will set up polling questions to be used at the end of the Webinar.

Announcements and Communications for Programmatic Webinars:

1. Webinar registration announcement 3-4 weeks prior to all members (sent by AACP). The announcement may be listed with other upcoming Webinars, and the timing is based on the AACP communications schedule
2. The moderator may also send a message(s) to the group's listserv promoting the Webinar. (not required)
3. Inclusion in AACP E-Lerts (coordinated by AACP)
4. The moderator may also send a reminder email to registrants a few days before the Webinar (optional - sent by moderator; AACP can provide a list of current registrants)
5. AACP will also
    i) Include announcement with program description, date and speakers on the group's Web page
    ii) Add URL, codes and presentations on or after the Webinar date;
    iii) Under the Section/SIG Webinar page, add links to recorded webinar;
    iv) If requested, provide stats to moderator regarding participant analytics

Responsibilities:

Moderator:

1. Submit Webinar request
2. Send out announcement emails to group's listserv (optional)
3. Gather and combine presentations into one AACP PowerPoint slide deck in advance of the Webinar; provide the final presentation to AACP at least 24 hours prior to the Webinar
4. Assist AACP with scheduling and conducting a test run of the Webinar with speakers at least one week in advance of the Webinar presentation date
5. Introduce topic and speakers at live Webinar
6. Explain to the audience how the Webinar will be conducted (moderator template script will be provided by AACP)
7. Assist speakers with Q&A portions of the Webinar
8. Present closing remarks at the end of the Webinar

Speakers:

1. Provide finalized presentations to moderator at least two days prior to Webinar

AACP:

1. Post AACP Webinar request form
2. Post PowerPoint template to be used (AACP branded)
3. Set up Webinar registration (programmatic webinars)
4. Announce Webinar on Web site
5. Announce Webinar via email to members and via eLerts
6. Provide Webinar room URL and details to attendees
7. Provide Webinar test-run for moderator and speakers
8. Provide technical support during the live Webinar
9. Post recorded Webinars on group's Web site
10. Provide post Webinar analytics to moderator if requested
11. 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, questions 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)