



Webinar Request Form

Today's Date:

Governance Group Name:

Webinar Title:

Date of Webinar:

Start Time of Webinar (please include time zone):

Estimated End Time of Webinar (please include time zone):

Type of Webinar (please select):

Operational (*minimum of 30 day lead time*)

Collaborative, business meeting oriented. All participants are on conference call and can be heard
(25 participants or less recommended)

Programmatic (*minimum of 60 day lead time*)

Lecture style, speakers and moderator use conference call to broadcast, participants are muted and listen through computer speakers, QA submitted via online chat.
(100 participants max limit)

Webinar Description:

(please include a 2–4 sentence overview of the proposed webinar)



Webinar Objectives:

(please include 2–5 webinar objectives for attendees)

Moderator's Contact Information:

(please include name, title, institutional affiliation, and email address)

Presenter(s) Contact Information:

(please include the name, title, institutional affiliation, and email address for each presenter)

Estimated number of participants (max. of 100):

Approved by (Section/SIG/Council Chair):