

**ISOQOL Webinar Planning Form**



**SIG/Group:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email** \_\_\_\_\_

**A. Title:**

**B. Proposed Date:**

**Proposed Time:**

**Length:** (60 or 90 minutes)

**C. Is this a series (more than one webinar)?**      **Yes**    **No**

**D. Description as will appear on website/marketing materials (up to 250 words):**

**E. Audience benefits:**

**F. Learning Outcomes/Objectives (What will the learner be able to do after the webinar?):**

**G. Suggested presenter names and contact information. Include Vita/Resume if possible.**

Speaker:  
Title:  
Organization:  
Street Address:  
Email address:  
Phone:

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Title:  
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Street Address:  
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Phone:

**H. Price Point:**

- \$75 ISOQOL Members
- \$25 Student Members
- \$25 Special (developing nation) Members
- \$100 Non Members

If the organizers would like to request a different pricing structure please propose the structure and provide the reason here:

**WEBINAR TIMELINE**

Timeline for Webinar		
When	What	Who
ASAP	Select Presenters	SIG Leaders
8 - 10 weeks prior	Develop Content Outline and Suggested Speakers	SIG Leaders
8 - 10 weeks prior	Submit the Webinar Proposal Form to the ISOQOL Office	SIG Leaders/Executive Director
8 weeks prior	Webinar Committee to review and approve Webinar Proposal	Executive Director/Webinar Committee
Upon approval	Notify SIG Leaders and Set up Online Registration Note: Registration will take 2-3 weeks to set-up.	Staff
4-6 weeks prior	Blast e-mails promoting webinar. Note: Staff will continue to promote webinar through blasts.	Staff
1 week prior	Slides to be submitted to staff	Presenters
2 days prior	Conference call with presenters, run through the process and presentation	Presenters/SIG Leaders/Staff
Day of webinar	Call-in 15 minutes prior to webinar	Presenters/Staff