**Webinar Timeline**

|  |  |  |
| --- | --- | --- |
| When\* | What | Who |
| ASAP | Select presenters | Webinar Leaders |
| 8-10 weeks prior | Develop content outline and suggested speakers | Webinar Leaders |
| 8-10 weeks prior | Submit this webinar proposal form to the ISOQOL office | Webinar Leaders  ISOQOL Staff |
| 8 weeks prior | ISOQOL staff sends proposal to the Webinar Subcommittee for review and approval | Webinar Subcommittee |
| Upon approval | Once approved, ISOQOL staff will notify webinar leaders and begin online registration setup. (takes 1-2 weeks) | ISOQOL Staff |
| 4-6 weeks prior | Staff opens registration and begins marketing | ISOQOL Staff |
| 3 weeks prior | Presenter and staff planning call (mandatory) | Presenters  ISOQOL Staff |
| 1 week prior | • Presenters submit final slides to staff  • **\*Recorded\* practice webinar session** (mandatory) | Presenters  ISOQOL Staff |
| Day of webinar | Call-in 15 minutes prior to webinar | Presenters  ISOQOL Staff |
| 1 week after webinar | Staff will provide speakers with feedback and access link to recording. | ISOQOL Staff |

*\*This column denotes the minimum amount of time needed for the webinar planning process.*

Webinar Registration Rate

Member: $75

Member-Student/Special/Retired: $25

Non-Member: $100

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

**SIG/Group**: Click here to enter text.

**Contact Name**: Click here to enter text.

**Email**: Click here to enter text.

**Webinar Title**: Click here to enter text.

**Short Webinar Title** (*less than 54 characters*): LIVE-

**Proposed Date:** xx/xx/xxxx

**Length**: Choose an item.

# **Webinar Level:** *select one*

## Basic

No prior training needed to understand the content.

## Intermediate

Some prior training or work experience relevant to the topic is recommended to aid in understanding of webinar content. For example, for an intermediate Webinar on PROs, it may be helpful to first complete a beginner course such as the ISOQOL Introduction to PRO course, or to have some experience working with PROs. Note that this is a recommendation and not a requirement. Registration for a webinar of any level is open to all.

## Advanced

Substantial prior training or work experience relevant to the topic is recommended to aid in understanding of webinar content. For example, for an advanced course on psychometrics, it may be helpful to first complete intermediate level psychometric training or have more than one year of work experience in psychometrics. Note that this is a recommendation and not a requirement. Registration for a webinar of any level is open to all.

# **Select the** [**theme**](https://www.isoqol.org/what-is-qol/#hrql-areas) **that best applies to this webinar:** *select one*

Theory

Methods

Application: clinical research, clinical care, or policy

# **Potential keywords/hashtags** (*optional*): Click here to enter text.

# **Intended audience:** Click here to enter text.

# **Audience benefits (bulleted list):**

This webinar will provide the audience with:

# **Learning outcomes/objectives (bulleted list):**

At the end of this webinar, attendees will be able to:

# **Webinar description for website/marketing materials (up to 250 words):**

**Presenter names and contact information.** *Add or remove as needed*

**Moderator**:  
Title:   
Organization:   
Email address:

State and Country:

**Speaker**:   
Title:   
Organization:   
Email address:

State and Country:

**Speaker**:   
Title:   
Organization:   
Email address:

State and Country:

**Discussant**:   
Title:   
Organization:   
Email address:

State and Country: