**SRNT Webinar Support Request Form**

1. Network requesting support:

2. Contact person:

3. Contact person email address:

4. Webinar title:

5. Brief (1 paragraph) description of the webinar (please emphasize what new information will be presented):

6. Intended audience (please list career and/or experience level along with any prerequisite knowledge)

7a. Preferred date and time (please indicate time zone):

7b. Alternate date and time (please indicate time zone):

 *Note 1: support is based on webinar and staff availability. If we are unable to provide support for your preferred or alternate date and time, staff will contact you with suggestions for available time slots.*

 *Note 2: please try to schedule webinars during hours convenient in North America and Europe (10 or 11 am eastern time might work best)*

 *Note 3: please make sure your presenter(s) and moderator(s) are available at your preferred and alternate dates and times.*

8. Presenters

*Note: presenters must have a landline telephone available near a computer they can* *download the GoToWebinar software to. Mobile telephones are not acceptable.*

Presenter 1:

Presenter 1 email address:

Presenter 1 phone # on day of webinar:

Presenter 2:

Presenter 2 email address:

Presenter 2 phone # on day of webinar:

Presenter 3:

Presenter 3 email address:

Presenter 3 phone # on day of webinar:

*Note: please attach a photo and a short (1-2 paragraph) bio for each presenter*

9. Moderator(s)

*Note: moderators must have a landline telephone available near a computer they can* *download the GoToWebinar software to. Mobile telephones are not acceptable. In addition, people who are not familiar with the GoToWebinar interface and moderating duties often have problems the day of the webinar. Moderators are strongly encouraged to attend a free, online training session a few days before the webinar to familiarize themselves with GoToWebinar functionality. Information on training sessions is at https://support.citrixonline.com/en\_US/meeting/knowledge\_articles/000088117?title=Free+Public+Training.*

Moderator 1:

Moderator 1 email address:

Moderator 2:

Moderator 2 email address:

Moderator 3:

Moderator 3 email address:

 *Note: moderators introduce presenters and the topic, and facilitate Q & A. Please attach a photo for each moderator. Consult with the presenter(s) about whether a panel of moderators conducting informal discussion during the presentation(s) is desirable.*

10. We have the capability of capturing a small amount of data (1-5 questions) during the registration process. This might be information on career stage, research focus, etc. Multiple choice questions are best. Please list each question and associated choices below.

11. Polls can be launched during your webinar to get immediate feedback and to keep interest level high. Please list each poll question (up to 3) and its associated choices below.

12. At what time during the webinar do you plan to take questions? Please select one.

 during the presentation(s) \_\_\_\_\_\_\_\_\_\_\_\_

 after the presentations(s) \_\_\_\_\_\_\_\_\_\_\_\_

13. Staff will send out an initial announcement about the webinar via an email blast to all members. Subsequent announcements/reminders are sent out at approximately one-month intervals. If reminders should go to only members of certain Networks, please specify which Networks.

14. We have the capability to survey attendees after the webinar. Multiple choice questions are best. Please list each question and associated choices below. Please note that post-webinar surveys do not typically have a good response rate.

15. Should the webinar be recorded and posted to SRNT.org? Please make sure we have permission from presenters.

16. Do you have any questions about this webinar that SRNT staff should contact you about?

*Note: the Network contact person, presenters and moderators should participate in a practice session a few days before the webinar to make sure audio and video are working well. Staff will contact you to set up a time for this practice session.*