**Event Center Webinar Info Sheet**

To ensure complete and timely scheduling and hosting of webinars in the event center, please complete the following and return to Heike Johns and Kat Craig. If you have questions, please do not hesitate to ask!

**Webinar Title**:

**Webinar Description (to be used for the event center and email blast)**:

**Date**: 

**Time**:

**Length:**

**Presenter(s), Title(s) & Email(s)**:

**Target Audience**:

**Participant registration**: Is there specific information that you would like captured in the registration? We will automatically capture name, role, and email address.

Will you be answering questions during the webinar, providing answers to the questions submitted via a follow-up document that is posted on the website, or both?

Are there specific survey questions that you would like participants to answer at the conclusion of the webinar?

If yes, what questions do you want included?

Do you want to use the polling feature of the event center during your webinar?

If yes, please list polling questions/responses.

**Presentation/PPT and other documents to be shared during the webinar should be provided to Kat Craig a minimum of two days prior to the webinar.**