**Event Center Webinar Info Sheet**

To ensure complete and timely scheduling and hosting of webinars, complete the following and return to 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**:

**Start Time**:

**Length:**

**Presenter(s) & Title(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 or providing answers to the questions submitted via a follow-up document that is posted on the website?

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

Do you want to use the polling feature during your webinar**?**

If you are using the polling or survey question feature, please provide these questions as soon as possible to allow time for the host to upload them to the system.

**Presentation/PPT and other documents should be sent to Kat as soon as possible prior to the webinar. In addition, please make sure that they are in accessible format.**