

How To Organize an SDAMPP Webinar

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1. Webinar organizer submits proposal to SDAMPP Outreach Committee
 - Use **SDAMPP WEBINAR PROPOSAL TEMPLATE**
 - Speakers don't yet need to be confirmed (tentative agreement should be established)
 - Send proposal to outreach committee for review
 - Outreach chair returns proposal with feedback from the committee and approval to proceed
2. Committee chair submits proposal to SDAMPP BOD via EXCOM (the secretary distributes the BOD meeting materials. Chair of Board (COB) sets agenda). Typically proposals are appended to the Outreach Committee's report to the BOD.
 - BOD approval is needed to proceed
3. Organizer invites speaker(s)
 - Determine if the webinar will be recorded and posted to the SDAMPP website for viewing access and discuss with invited speakers. (Some topics are best live only, i.e., not recorded, such as when recording might inhibit discussion of controversial or difficult topics.)
 - Can provide the proposal to the speaker(s)
 - Publication committee will reach out to all speakers to sign speaker agreement forms and keep documentation.
4. Organizer notifies AAPM staff of upcoming webinar
 - Farhana Khan is our AAPM contact to arrange the Zoom webinar. The organizer will run the Zoom webinar. It is advisable to designate a co-host to facilitate discussion and manage questions.
 - Obtain list of existing webinar dates to avoid
5. Organizer finds date/time for webinar (and a dry run, if desired)
 - Send doodle poll to speaker(s) and committee organizers
 - Times should be reasonable across time zones
 - Dates should avoid other AAPM webinars, major meetings, holidays, other webinars
 - If you are unable to meet initially proposed webinar timeline, contact Outreach Cmt to reschedule
6. Organizer confirms date/time for webinar
 - Send confirmation and outlook invitation to speaker(s), committee chairs, and AAPM staff
 - Include updated flyer for promotional purposes (optional)
 - Include instructions of how early to log on ahead of time for webinar participants
7. Organizer finalizes webinar email
 - Draft email that will go to SDAMPP membership for promotion and registration, including 3-4 line summary from proposal
 - Send to SDAMPP Secretary, cc Outreach Chair
 - The SDAMPP Secretary coordinates with AAPM to set up the registration link and send email to SDAMPP members
8. AAPM staff sends webinar invitations with access instructions

9. Organizer sends a reminder email to participants (speaker, panelists, etc.)
 - Within approximately 1 week prior to event
 - Include final instructions of when and how to log on and reminder to log on early to test AV

10. Post webinar
 - Publications committee will work with AAPM to post the video, speaker slides, etc. on SDAMPP website for member or public access
 - Organizing committee sends thank you letters to webinar participants

SDAMPP WEBINAR PROPOSAL TEMPLATE

Instructions: Please include information for all sections in the template below.

Title

Description (1-2 paragraphs)

Learning Objectives

Proposed Moderator/Session Coordinator

Proposed Speakers (Names, Titles, Emails)

Outline/Breakdown of Activities for Session (include speaker, panel, Q&A, pre-recorded vs live, etc.)

Timeline (Month)

Intended Audience (SDAMPP Members Only, Public, Other)

Summary (3-4 line summary of proposal that will be used for advertising the event)

Will this webinar be recorded? Yes/No