

POLICY/PROCEDURE NUMBER:

E – 5.2

DATE: February 15, 2012	SUBJECT:
ISSUE: Webinars	Webinar Topics and Guidelines
REVIEWED: February 2022	PAGES: 1 of 1

1. **Policy:**
 - 1.1. Webinar topics will be chosen based on suggestions from CHES Members and proposals from parties interested in presenting. The topics and presenters are to be confirmed in September, the year prior.

2. **Procedure:**
 - 2.1. A minimum of eight (8) webinars will be presented each year. A schedule will be produced at the beginning of each year, with webinars to be presented in January, February, March, April, May, June, October, and November.

 - 2.2 Webinars are to be displayed using the CHES Webinar Series Template Power Point slide format. This template will include one slide that the speaker can use to profile their organization.

 - 2.3 Webinar meetings will take place quarterly or as required by the committee. Webinar subcommittee members are to attend, as well as interested members of the Professional Development Committee. Topics for discussion will include:
 - 2.3.1 Selection of topics for next year
 - 2.3.2 Review quantity and scheduling of webinars for next year
 - 2.3.2 Review past year's webinar series and suggest ways to improve quality and content of this service
 - 2.3.4 Review of past year's webinar series financial performance
 - 2.3.5 Review Webinar evaluations
 - 2.3.6 Review Terms of reference & Job Description for the Webinar Committee every two (2) years

Approved by: _____
President

Date: _____

Appendix A

The following guidelines will be provided to each presenter as part of the Power Point template:

- Title font = Arial 40
- Slide font = Arial 28
- Avoid ALL CAPS - difficult to read
- To emphasize a word use bold
- Avoid underlining – looks like a hyperlink
- Try to follow the 5 x 5 rule
- No more than 5 lines/slide
- No more than 5 words/line
- Images are powerful information tools
- Too much text is hard to read
- Avoid abbreviations
- Presentations aren't books- one thought/line
- 2 levels of bullets/slide
- Left justify
- Use bar graphs & charts
- Tables of data are challenging
- Try to not read slides
- Slide information for guidance only
- If pointing to devices describe location on the screen
- The dynamics of a webinar come in changes on the slides
- Remember the attendees cannot see you
- Include a closing slide. Include Name, Position and/or company, Contact information
This closing slide will be displayed during Q&A

One (1) training sessions will be held for each webinar. This will allow the facilitator and moderator to show the presenter how the webinar platform works and to resolve technical hurdles before the commencement of the webinars.

The presenter, facilitator, and moderator will dial into each webinar 10-15 minutes before the scheduled commencement time. The moderator will issue instructions and updates to webinar attendees up to the start of the broadcast. Webinars will begin at 12:00 EST and will commence for one hour. The moderator will introduce the speaker and then pass on control of the webinar to the speaker. There will be 10 minutes at the end of each webinar session dedicated to Q&A and related discussion.