



## NBASW & CASW Webinar Information Form

If you wish to present a webinar to NBASW members, please fill out the form below and return by email to the NBASW office: [info@nbasw-attsnb.ca](mailto:info@nbasw-attsnb.ca).

Please note, a separate form needs to be completed and submitted for each proposed webinar, including webinars that will be presented in each official language.

### Contact Person Information

Contact name:

Contact phone number:

Contact email address:

### Proposed Webinar Information

Webinar title:

Preferred webinar date and time:<sup>1</sup>

Back up webinar date and time:

Please include a pre-webinar platform meeting date and time (half hour meeting that is to take place approximately two weeks before proposed event date):

Will the presenter be on video/webcam or audio only?

Video

Audio

Will the webinar be available nationally and promoted by CASW or only promoted provincially by NBASW?

Nationally

Provincially

Presentation length:

60 minutes (plan to speak for 45 minutes)

90 minutes (plan to speak for 75 minutes)

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<sup>1</sup> Please include time zone and note that it is typical for webinars to take place on weekdays, between 12pm and 1pm AST.



Presenter's name and credentials (e.g., John Doe, MSW, RSW):

Presenters' bio:

Webinar Key Objectives:

Webinar Summary:

Will you be holding a poll for participants during your presentation? If yes, please include the poll questions and response options as a slide in your PowerPoint presentation.

Yes

No

Will you be using video clips during your presentation? If yes, please send NBASW MP4 video files that are no longer than 60 seconds long, as longer clips are more likely to encounter buffering issues for the audience.

Yes

No

Would you like any resources included in the presentation? If yes, please list them and please remember to attach them to your email.

Yes

No



Would you like viewers to respond to survey question(s) after viewing? If yes, please list up to four questions to include in post-webinar survey.

Yes

No

I acknowledge that the NBASW will contact me if the webinar meets NBASW webinar criteria and will confirm the presentation date at this time.

I agree to submit the PowerPoint and all applicable resources to the NBASW office at least five weeks before the proposed webinar date.

I agree to send a picture of each webinar speaker to the NBASW no later than with the presentation PowerPoint deadline.

Signature

Date