Online Professional Development Committee
Webinar Proposal

The AUTM Online Professional Development Committee (AOPDC) is seeking proposals and speakers for webinar presentations. AUTM webinars are *generally held on Tuesdays, Wednesdays and Thursdays, Noon to 1:30 p.m. Eastern-time and are 90-minutes in length (60-minutes of instruction and 15-20 minutes for questions and answers).* *Some exceptions can be made for different time zones.*

AUTM will assist with promotion and logistics of the event, however AUTM does not compensate speakers for their presentations. We also strongly recommend that each webinar has at least two speakers (with or without a moderator). All proposals will be reviewed by the Online Professional Development Committee. If your webinar proposal is selected, AUTM will contact the submitter to coordinate and schedule the webinar on a mutually acceptable date.

Submitter Contact Information

Moderator / Speaker Name

Title	Affiliation

Phone	Email

List Additional Speakers *(if known at this time, assistance with speaker selection as needed)*

Title	Affiliation

Phone	Email

Name

Contact Info

Title	Affiliation

Phone	Email

Tell Us About Your Topic

Proposed Webinar Title

Webinar Description:

Tell Us About Your Topic (continued)

_____

Content Level *(Novice, Intermediate or Advanced)*

_____

Target Audience *(Who Should Attend)*

What do you want people to learn?

- _____

- _____

- _____

NOTE The committee will not accept topics that are of a commercial nature (sales pitches, advertising) and rarely accepts historical overviews of offices and organizations, or one-perspective case studies.

Return this form by email to amccollum@autm.net
You will be notified by email of proposal status.