

## Before deciding details

- **Please reach out to Brandon** (bdelacruz@nhchc.org) **with a proposed date and time** to make sure we don't have other webinars or events scheduled.
- If you have a verbal discussion during a meeting or call, please send an email as well. You will get a reply confirming whether your proposed time is available.

## 3 weeks before *confirmed* presentation date

- All webinars need to be submitted at least **three weeks** prior to the date of the webinar. The earlier you schedule your webinar, the more time we have to promote it.
- At the time of submission, **all** of the following information is required:
  - Title of webinar
  - Date + time (please use Central time)
  - Full description
  - **Name, Title/designations, and Email** for ALL presenters (also required for the moderator if they are not Council staff)
  - If your webinar is in the cooperative agreement, fill out [this form](#) and include it along with all of the other required information. All fields marked "required" **must** be filled out.
- Schedule a test run. This gives us a chance to meet the presenters and test all aspects of the webinar in a relaxed setting. Please try to schedule your test run during the same week as the webinar.
  - A test run is **required** if we are using new tech, featuring a presenter who has never done a webinar before, or if we are making substantial changes to the standard format or presentation of the webinar.

## Prior to test run **OR 2 days prior to webinar (if no test run is scheduled)**

- Submit webinar materials and resources (slides, web links, other content). **This includes all presenter slides!**
  - **Do not** include video or audio files embedded in your PowerPoint slides. If you want to feature video or audio content, please reach out to Brandon to discuss.
  - **Please** be proactive in reaching out to your presenters and making sure they understand the format restrictions + due date.

## Day of the webinar

- **All presenters and the moderator need to join the webinar at least 30 minutes prior to start time.** This is necessary to ensure that we are all situated and ready to go.