

Webinar Scheduling Form

Please submit this request form at least 30 days ahead of the scheduled webinar to chapters@scte.org. We will not be able to facilitate without proper notice. Include the registration link on the meeting notice sent to all members.

Event Information

Date _____ Chapter _____
 Start Time (not including registration) _____ End Time _____ Time Zone _____
 Webinar Title _____
 Description of Training _____

Will the session be hosted in-person as well? Yes No
 If yes, list address _____

Logistics

| | |
|---|--|
| Do you want the session recorded? | |
| Is this a pre-recorded webinar that you will play live? | |

If you would like a practice session, email chapters@scte.org to coordinate.

Communications

| | |
|--|--|
| Do you want reminder emails sent 1 hour before the event, and/or 1 day before the event? | |
| Do you want a follow up email sent to attendees after the webinar? If so, paste email text to the right. | |
| Do you want a follow-up email sent to those that registered but didn't attend? If so, paste email text to the right. | |

Primary Webinar Contact (Chapter Leader; must be available to start webinar 15 minutes before published start time)

| | |
|--------|--|
| Name: | |
| Email: | |

Primary Registration Contact (for attendee inquiries)

| | |
|--------|--|
| Name: | |
| Email: | |

Webinar Presenter

| | |
|--------|--|
| Name: | |
| Email: | |
| Title: | |

Webinar Hosting Procedures & Info

Submitting Request

Please send this form to chapters@scte.org at least 30 days before your webinar. Without adequate notice, we will not be able to facilitate your webinar.

Your Meeting URL

You will receive your meeting registration URL and meeting invite once your request has been approved. After registering for the meeting through the registration URL, each registrant will then receive a unique attendee URL with the option to automatically have the event added to their Outlook calendar.

Event Logistics

The webinar will begin for attendees once a webinar organizer clicks "Start Broadcast" at the top of the webinar control panel. Until then, the presenters and organizers will be able to get ready for the webinar. A chapter leader must be available 15 minutes before the webinar to help get it started, introduce the presenter, manage questions, etc. The chapter leader must connect using a computer, not a smartphone, so they can have total control over the webinar platform. Remember, chapters can earn extra matrix points by giving a "pitch" for SCTE membership during the webinar, just be sure to let us know so we can award the points.

Attendees/locations will be able to access audio either through VoIP or by dialing in to the teleconference number that is provided. All attendees' lines will be muted and remain muted throughout the presentation. Attendees can use the chat window to send questions/comments to the presenters, but not to other attendees. Video, PowerPoint, webcam, polling and screen sharing will be available options to the presenters if interested.

Additional documentation including meeting announcements, meeting report form and [PowerPoint template](#) can be found on the [SCTE website](#).

If you have in-person viewing sites, be sure to submit the [Meeting Report Form](#) and list of attendees and/or [sign in sheets](#) for full credit.

GoToWebinar Tutorials

More information about GoToWebinar can be found by visiting <https://support.logmeininc.com/>.

[CLC GoToWebinar presentation](#)

[This is a good overview for panelists/presenters](#)

[This 6-minute video gives a good overview of the webinar tool](#)

Anyone planning to attend or present on the webinar should [Click here to test system requirements](#) ahead of time.

If you have any questions feel free to contact us.

Jessica Brill

Director, Chapter Relations
Phone: 610-594-7317 • jbrill@scte.org

Nadia Organtini

Administrator, Chapter Relations
Phone: 610-594-7331 • norgantini@scte.org