

# Webinar Proposal Form

Date: \_\_\_\_\_ A&WMA Member # (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Credentials (PhD, PE, QEP, etc.): \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed Webinar Title: \_\_\_\_\_

Proposed Webinar Date: \_\_\_\_\_

Proposed Webinar Length: (circle one)            1.5 Hours            2 Hours

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*Please attach as many pages as necessary to provide the information requested below.*

## **Mastery of the Subject**

Describe your qualifications/experience with the webinar subject matter, your presentation/conference planning experience, and education/training background.

Has this webinar been presented previously: either as a webinar or meeting on either a local unit level or by a different organization?

If so, please provide information on participation received, venue, and date presented?

## **Webinar Description**

Provide a promotional overview and draft agenda for the proposed conference. Also, please describe how this topic will address current issues or challenges.

## **Webinar Presenters**

Each webinar should include no more than four speakers, as well as a moderator. (The moderator's role is to keep the program on track and on time, direct questions, introduce speakers, etc.) Please provide full contact information (see above blanks) for each.

## **Audience**

Please describe the intended audience and who the webinar will benefit.

## **Webinar Marketing**

Please provide A&WMA with a list of your contacts to assist in the marketing efforts. A&WMA can also provide you with marketing material to promote to your contacts directly.

## **Sponsorship**

Obtain visibility and prestige by sponsoring an A&WMA Audio + Web Conference. If your organization, or another organization, is interested in sponsoring this event, please provide the organization name, contact person, phone, and e-mail.

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**Please return the completed form to:**  
**Robin Lebovitz, Professional Development and Student Programs Manager**  
**Air & Waste Management Association, via e-mail to [rlebovitz@awma.org](mailto:rlebovitz@awma.org).**