

WEF Webcast Program Proposal Form

Overview: The WEF Webcast Program provides an opportunity to share technical presentations in an engaging format. We welcome submissions from WEF Technical Communities or WEF members at large and affiliated groups to host online training events for WEF members and non-members alike. The Webcast Program produces technical and informational webcast events for water industry professionals; attendees have the option to receive a certificate of completion that can be submitted for PDH/CEU credits (subject to local state approval).

Topic: Webcast events are 1.5-2 hours and generally formatted as discussions/surveys of one or more of the following general topics:

- New/updated technology and/or processes
- Recent industry trends
- Recent regulatory updates
- Reviews of fundamental or advanced skills/knowledge
- Updates on community initiatives of a technical nature

Individual communities are responsible for selecting topics for webcast events, whether directly or through a delegated webcast subcommunity/team. Individual WEF members not affiliated with a community are also invited to submit proposals. Webcasts should be of a technical and informational nature and meet basic expectations of objectivity.

Organizer: For each webcast, communities should select a designated organizer who will be the main point of contact with WEF staff throughout the development process. The organizer, in consultation with other speakers or community members, will be the person primarily responsible for refining the selected topic and identifying individual presentation subtopics, recruiting speakers for those presentations, and consulting with speakers on presentation content; in addition, the organizer often also serves as the event moderator but need not be. Organizers are encouraged to work with communities and WEF staff to help refine and improve proposals.

**When recruiting speakers, be sure to provide them with the required speaker release form as soon as possible for signature; speakers will not be allowed to participate if they are unable to sign the release.*

Timeline: Webcast organizers should reach out to WEF staff with a completed proposal form. WEF staff will work with the organizers to select an event date that is at least 10 weeks from the current date. WEF staff will schedule a kick-off call with the presentation team shortly after the event date is confirmed to review the webcast process. Staff will also schedule a webcast practice session the week before the webcast event. Organizers are welcome to schedule further calls with the presentation team as needed and independent of staff.

For further information on the webcast development process, access the Webcast Guidance Document.

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Webcast organizer(s) should complete this form and submit it to WEF webcast staff (webcasts@wef.org) twelve (12) weeks in advance of the anticipated webcast date.

Proposing Community (if applicable):

Title of Webcast:

Five to Seven Sentence Description of Webcast:

Three to Four Learning Objectives (please follow guidelines):

Length of Webcast:

1.5 hours

2 hours

Primary Topic Focus Area(s):

Proposed Agenda (length of presentations, etc):

Potential Audiences:

Webcast Organizer:

Name:

Title:

Organization:

Phone:

Email:

Webcast Moderator (if not organizer):

Name:

Title:

Organization:

Phone:

Email:

Confirmed Speakers (3-5 speakers is suggested):

Name:

Title:

Organization:

Phone:

Email:

Name:

Title:

Organization:

Phone:

Email:

Name:

Title:

Organization:

Phone:

Email:

Name:

Title:

Organization:

Phone:

Email:

Additional Speakers (include name, title, organization, phone, and email):