

## Webinar Professional Development Guidelines 2023-2024

### Overview

NERCOMP Webinar Professional Development Opportunities (PDOs) are one (+) hour webinars that feature a speaker(s) on a particular topic. Each webinar has a Professional Development Organizer. The Organizer is the person (or people) who plans and coordinates the event with the support of NERCOMP staff. The Organizer may also be the speaker. Webinars are presented on Zoom and are recorded.

### Organizer Responsibilities

- Send an email message to NERCOMP staff indicating that you agree to serve as Organizer for the event. Your message must include the following:
  - o The title and date of the workshop
  - o State that you have read and understand these Professional Development Guidelines
  - o Send your message to [nercomp@nercomp.org](mailto:nercomp@nercomp.org) or [aschack@nercomp.org](mailto:aschack@nercomp.org)
    - If you are working with a Professional Development Program Track Chair (PTC)-please discuss your plan with them
  - Participate in a planning call with NERCOMP staff and experienced Organizers to talk through the event and address any questions. Calls will be scheduled for all first-time Organizers, and are available upon request for returning Organizers
- Organize and plan the webinar
  - o Provide NERCOMP staff with the information below in a timely manner. All Organizers will receive email notifications providing the dates by which NERCOMP must have this information:
    - The name of the workshop
    - An abstract of 150 words which will be used to promote the event
    - One to two key learning objectives and/or takeaways
    - A list of speaker(s) and their email address
    - A brief bio, 200 words or less for each speaker
  - o Seek approval for any reimbursable expenses (if applicable) with the NERCOMP staff
  - o Plan to have at least 45-50 minutes of content (leaving time for Q & A)
  - o One week prior to the virtual workshop, participate in a dry run session on Zoom with NERCOMP staff (experienced Organizers may not need this)
  - o Send any polling questions to [aschack@nercomp.org](mailto:aschack@nercomp.org) at least one week in advance of the webinar
  - o Introduce the speaker and/or present at the workshop as well as assist with the facilitation of the workshop
  - o Consider how your presentation reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). What assistance do you need to address any concerns?

### NERCOMP Responsibilities

- Coordinate a date and logistics for the workshop, including sending out access information and managing evaluations
- Assure that speaker has the necessary equipment, order and send headset if necessary

- Coordinate dry run session one week prior to the actual workshop
- Provide any necessary technical assistance
  - Assist with the facilitation of the workshop
- Record and post the virtual workshop on the website

### **Payment Information**

- The total stipend for a Webinar is \$100, payable upon successful completion of the workshop. Organizers may opt to receive credit for a future NERCOMP event in lieu of payment. If the Organizer is not the speaker, Organizer may designate funds to go to the speaker.

### **Marketing Your Webinar**

Once your webinar is finalized you should plan to market your session to your network, via email, social media, and personal invites in order to increase attendance for the sessions.

### **Cancellations**

NERCOMP reserves the right to cancel any virtual PDO. NERCOMP will notify the Organizer upon finalizing a cancellation decision.