

Webinar Professional Development Guidelines 2026-2027

Overview

NERCOMP Webinar Professional Development Opportunities (PDOs) are one (+) hour webinars that feature a speaker 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
 - The title and date of the workshop
 - State that you have read and understand these Professional Development Guidelines
 - Send your message to nercomp@nercomp.org or aschack@nercomp.org
 - Participate in a planning webinar with the NERCOMP staff and experienced organizer(s) to discuss the event and address any questions. All first-time organizers will be invited to a planning webinar; returning organizers can request it. (Webinars will be recorded in case you are unable to attend.)
 - Organize and plan the webinar

- Provide NERCOMP staff with the information below promptly. 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), short bios, headshots, and their email address
 - A brief bio, 200 words or fewer for each speaker

- Your write-up will be sent to an individual with marketing experience, who may suggest edits. Once your program is posted on the NERCOMP website, you will have a final opportunity for review and rewording.

- Plan to have at least 45-50 minutes of content (leaving time for Q & A)

- One week prior to the virtual workshop, participate in a dry run session on Zoom with NERCOMP staff (experienced Organizers may not need this) if you'd like to

-Send any polling questions to aschack@nercomp.org at least one week in advance of the webinar

-Introduce the speaker and/or present at the workshop, as well as assist with the facilitation of the webinar

-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

-Provide any necessary technical assistance

-Assist with the facilitation of the workshop

-Record and post the virtual workshop on the website

Accessibility

NERCOMP is committed to ensuring that its professional development is accessible to all people. NERCOMP has sent you Accessibility Guidelines; ensure your presentation and materials adhere to them.

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, the 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 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.