KnowledgeConnect
Webinar Series | Pacific AIDS Network

Call for Webinars
Information Package

For the period of Mid October 2016 – March 2017

www.pacificaidsnetwork.org

Introduction & Background

The Pacific AIDS Network (PAN) works collaboratively to build the capacity and skills of our 50+ member organizations and people with lived experience, to effectively address HIV/AIDS, hepatitis C and related conditions. PAN does this by facilitating communication, providing opportunities for involvement in community based research and the sharing of best-practices, and providing professional/workforce development and leadership training to our members and people living with HIV/AIDS from throughout BC. PAN's KnowledgeConnect webinar series is an important way to support virtual capacity building and the sharing of information and best practices across the membership and with allied stakeholders. Webinars are also a way by which those working in similar disciplines (i.e. Frontline Support workers and harm reduction workers) can connect to learn from each other.

In terms of potential content areas for the webinar series, HIV/AIDS is a primary focus and has, historically, been at the heart of the work of many PAN member organizations. However, individuals affected by HIV/AIDS may experience many other related conditions and challenges. PAN and its member organizations also address hepatitis C, other sexually transmitted or blood borne infections, mental health and problematic substance use. The social determinants of health, such as food security, housing, and poverty, are also an important focus.

We invite and encourage you to submit a proposal to conduct a webinar presentation. We are seeking interesting, engaging, thought-provoking sessions that will stimulate participants with new and innovative approaches to their work.

PAN also welcomes researchers wanting to present research findings, particularly research that directly impacts or assists community-based organizations in their work.

We are presently planning our Webinar series for virtual events that will take place from mid October to March 2017. The deadline for this call for submissions is open and on-going, but we welcome submissions as soon possible so that scheduling for mid October can begin. A modest honorarium will be made available to all individuals and groups who do present.

Please keep reading to get all the details to help support your submission.

Webinar Format

Webinars can be done live or they can be pre-recorded and posted online with a Q & A session scheduled at a later date. We will primarily be using voice over internet protocol (VOIP) for the audio. Some webinars will also feature a teleconference component, where participants will need to call into a designated 1-800 number. All webinars will be recorded and archived through PAN's website for future viewing and listening.

Webinars will range from 30-60 minutes, including time for Q & A. Attendance for each session is unknown at this time, but all sessions will be vigorously promoted by PAN through the ENews, website and other means. For logistical reasons each session will be capped at a maximum of 25 attendees.

What PAN Will Provide

- PAN will provide all marketing and promotion for the webinars.
- PAN's Director of Program Development will be available to help presenters in the planning and presentation of their webinar.
- PAN will provide logistical support to presenters and will manage the technical aspects of the webinar and will be involved during the live presentation to manage the session.
- PAN will provide a modest honoraria to all presenters to thank them for their time and contributions.

Presenter Responsibilities

- Submit a proposal using the online submission form by the closing date (September 30, 2016).
  http://fluidsurveys.com/surveys/stacypan/pan-call-for-webinar-presentations-2016/
- PAN will not accept webinar topics intended solely to promote commercial products.
- If your proposal is selected, you will be asked to provide a PowerPoint presentation for the visual part of the webinar at least three days in advance of the date of the webinar.
- If your proposal is selected, participate in a technical rehearsal in advance of the webinar.
- If your proposal is selected, sign a release agreement.

Other Information

Selection Process

PAN staff will review each proposal.

Core criteria that will be used to review each proposal:

- The target audience is specifically identified
- The learning outcomes are clearly articulated and meaningful
- Evidence that the topic will be of value to the identified target audience
- Does the proposal provide opportunities for participants with information that they can apply, try or incorporate into their work?
- Engagement and interaction - the proposal identifies clearly how participants will be kept engaged in the session
- The title and session description are clear, concise, descriptive and engaging

A few tips for webinar presenting

- When developing your session, or initially your proposal, ask yourself what you want your participants to get out of the session. What problems do you want to solve or what questions do you want to have answered. Does your presentation have some sort of call-to-action?
- Presenting online is much harder than presenting in-person, your audience is invisible. Consider having someone in the room with you when you present, one live participant, someone that can give you visual cues or signals.
- Spend as much time preparing for an online presentation as you would an in-person session. Spend some time rehearsing.
- Avoid death by PowerPoint. Keep your PowerPoint visual but not visually distracting, keep the amount of text to a minimum. Be cautious when using animation or streaming video, as these do not translate well, or at all, on the webinar system.
- Content is key. Know your content inside and out.
- Involve the participants in some way – polls, ask them direct questions, etc.
- Consider having someone in the room with you when you present, one live participant, someone that can give you visual cues or signals.
- Keep the energy up. High energy helps to keep people attentive.
- Prepare a question or two in advance in case no one has questions for the Q & A.
- Have some fun with your presentation.

Questions?

If you have any questions, please contact
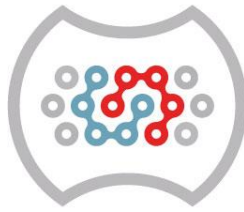
Stacy Leblanc
Director of Program Development
Email: stacy@pacificaidsnetwork.org
Ph: 604.968.3160

We look forward to receiving your proposal!

Link to online submission form
http://fluidsurveys.com/surveys/stacypan/pan-call-for-webinar-presentations-2016/

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Call for Webinars
Application Questions

Page #1

Simple Skipping Information
   • If I have read the PAN Call for Webinars Information ... = Yes then Skip to Page 2
   • If I have read the PAN Call for Webinars Information ... = No then Terminate survey

▤ I have read the PAN Call for Webinars Information Package and I agree to the guidelines and terms set out in that document, and if my proposal is selected I grant permission for the live webinar to be recorded for later viewing and listening, and I hereby wish to submit a proposal:

◯ Yes
◯ No

1. Your Information:

Name   _____

Organization   _____

City your located in   _____

Phone Number   _____

Email   _____

2. Have you ever presented a webinar before?

○ Yes
○ No

3. Proposed Session Title:

_____

4. Preliminary Session Description (There will be an opportunity to finalize the description if your session is selected) (75-100 words):

_____
_____
_____

5. Learner outcomes - What do you want your participants to learn? Please identify three learning outcomes.

_____
_____
_____

6. Teaching Strategies - How will you deliver this session to maintain participants interest?

_____

_____

_____

7. Who would be the target audience for this session? (Please be as specific as possible)

_____

_____

_____

8. Proposed length of session, including time for Q A:

○ 30 mins.
○ 45 mins.
○ 60 mins.

9. Level of material:

○ Beginner
○ Intermediate
○ Advanced

10. Please indicate what month of the year would work best for you to do your presentation:

• October 2016
• November 2016
• December 2016
• January 2017
• February 2017
• March 2017
• No preference

11. Please indicate what day of the week would work best for you to do your presentation:

• Monday
• Tuesday
• Wednesday
• Thursday
• Friday
• No preference

12. Please indicate what time of the day would work best for you to do your presentation (PST):

• Morning (9:00am - 12:00pm)
• Afternoon (12:00pm - 4:00pm)
• No preference

13. Please provide a brief narrative biography of yourself (If your session is selected this information will used for promotional material and as your introduction during the webinar):

_____

_____

_____

Thank you! Please press SUBMIT to complete your submission.