

## Webinar Proposal Form

Do you have an idea for a webinar that would be beneficial for IAFP members and others in the food safety industry? Would you like to share your knowledge in a particular subject area? If so, IAFP invites you to submit your proposal today for an opportunity to help IAFP share new methods, products, or tools within the food safety industry. We want to hear from you!

IAFP offers webinars each year on a range of topics submitted by committees, members, organizations, PDGs, and Affiliates. Webinars are 1 hour in length and scheduled Monday through Thursday from 8:00 a.m. to 3:30 p.m. Central Time. Submissions will be reviewed by IAFP's Webinar Committee. Webinar content should adhere with IAFP's mission, "to provide food safety professionals worldwide with a forum to exchange information on protecting the food supply." Please complete this form and return to Tamara Ford at [tford@foodprotection.org](mailto:tford@foodprotection.org). If you have any additional questions about the submission process, please contact Tamara Ford, IAFP Program Coordinator, at [tford@foodprotection.org](mailto:tford@foodprotection.org) or by phone at (515) 276-3344.

Type of Webinar (choose one):

A \$25 registration fee per participant access point applies for all Webinars organized by IAFP Professional Development Groups (PDGs) or other groups and organizations

Webinars may be sponsored whereby no registration fee will be charged to participants:

A \$1,000 sponsorship fee can be paid by entities other than not-for-profit entities

A \$500 sponsorship fee can be paid by not-for-profit entities co-hosting Webinars with IAFP

*Please note: Payment of a sponsorship fee does not entitle the sponsor to present or otherwise "advertise" their company to the audience. IAFP will not share the e-mail addresses of attendees. The sponsor will be recognized by special mention of the support they have provided.*

### Audio Disclaimer

IAFP would like this webinar to be of the best quality possible and to provide clear, concise information on the topic presented. IAFP strongly suggests the following steps be taken;

- Wearing a headset is advised for the best sound quality
- A landline offers the most clarity for sound quality and provides the best connection during the webinar
- Do not use a speaker phone or a conference phone during your presentation
- Do not use a cellular device for your presentation

**Name of Person Completing this form:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

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

**Sponsoring PDG or Organization:** \_\_\_\_\_

**Moderator:** (Represents the sponsoring group, introduces speaker(s), fields questions, etc.):

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

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

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

Email: \_\_\_\_\_

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

**Speaker(s)::**

1. Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

3. Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

2-5 Learning Objectives (describe what participants will gain from this webinar):

Proposed Dates and Time (1 month advance notice is required, all calls will be scheduled in Central Time (US) :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Proposed Date & Time for Practice Session (hold within 1-2 weeks prior to webinar – includes all speaker(s), moderator and IAFP webinar staff):

Webinar Abstract (100-150 words):

**Checklist:**

- Sponsoring Company or Organization's Logo (if applicable)
- Contact Information of Sponsoring Company for IAFP to invoice
- Photo and bios for moderator and speaker(s)