

AAPM WEBINAR REQUEST FORM

Please use the Fill & Sign feature to complete all fields. For instructions/details see: <https://helpx.adobe.com/reader/using/fill-and-sign.html>

The Specialty Meeting Oversight Subcommittee (SMOSC) has been tasked to review requests for all proposed webinars with the primary purpose of ensuring proposed webinars:

1. Present relevant and timely topics without conflict or duplication,
2. Are scheduled to best utilize staff resources

A webinar is different from a virtual specialty meeting in the following ways:

- A webinar is 2 hours or less in duration on a single topic
- A webinar series is a single topic string of webinars with a defined beginning and end date.
- A webinar does not have breakout rooms.
- No continuing education credit (CAMPEP or SAM) is offered for the content.

This proposal is for a:

____ Single Webinar ____ Webinar Series (one review for the year; no guarantee that full request will be slated)

SUBMISSION PROCESS

PART 1: CONCEPT APPROVAL

Prior to submitting the request to the SMOSC, applicants must first have approval for the concept of the proposed webinar from one of the following AAPM entities:

- Administrative Council
- Education Council
- International Council
- Professional Council
- Science Council
- Board of Directors
- Executive Committee

Forward the completed form to the chairperson of the approving entity for review/approval.

To ensure all AAPM groups that have relevant domain expertise, have been engaged and approve: Provide information on AAPM groups (provide group and names of individuals) has been involved in creating and vetting the content and speakers of a proposed webinar

Council endorsement should be sought at least 2 weeks prior to the target webinar deadline

PART 2: SUBMISSION INSTRUCTIONS

After approval of the concept has been granted, forward completed form as directed.

The request will be reviewed by the SMOSC.

Applicant will be notified with a determination within 2 weeks of SMOSC review.

Submit to:

AAPM Specialty Meeting Oversight Subcommittee (SMOSC)

C/O Joshua Jackson

Email: joshua@aapm.org

PROGRAM INFORMATION

PRE-APPROVAL INFORMATION

Appropriate information regarding the proposed meeting has been reviewed and the concept approved by the following AAPM entity:

- | | |
|---|--|
| ☐ Administrative Council | ☐ Education Council |
| ☐ International Council | ☐ Science Council |
| ☐ Professional Council | ☐ Executive Committee |
| ☐ Board of Directors | |

Chairperson Name: _____

PRIMARY CONTACT/AAPM MEMBER WEBINAR ORGANIZER

Contact Name: _____

Contact Email: _____

If the concept for the webinar is approved, staff will be assigned to assist with webinar organization, registration, scheduling of practice run for webinar speakers, and to provide technical support during the live webinar.

PROPOSED WEBINAR TOPIC

Proposed Single Webinar Title: _____

Webinar Duration (up to 2 hours) [_____]

■ PROPOSED WEBINAR SERIES TITLES AND CONFIRMED SPEAKERS ■

Please confirm your speakers in advance of submitting this proposal:

Speaker 1:		(presentation duration)
Speaker 2:		(presentation duration)
Speaker 3:		(presentation duration)
Speaker 4:		(presentation duration)

If this is a webinar series, list all webinars in the series with proposed topics and speakers. *(Please realize that while every effort will be made to support all webinar requests, resources are limited and some requests may need to be revised, postponed, or denied.):*

■ PREFERRED DATES ■

Webinars can only be scheduled on the 2nd or 4th Tuesday or Thursday of each month. Please list top three date choices:

1st	
2nd	
3rd	

■ BRIEF SUMMARY OF THE WEBINAR TOPIC AND (2) OBJECTIVES ■

Please provide a brief summary to be used for promoting the webinar to AAPM members as well as (2) objectives for the webinar. If you are proposing a webinar series, please provide this information for ALL proposed webinars in the series.
