



**PTTC**

Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

### **Guidance for webinar request submission for the PTTC NCO Webinar Facilitation:**

The PTTC NCO provides support and technical assistance for webinar development, hosting, and facilitation to the PTTC Network and SAMHSA. If you would like to submit a webinar support request to the NCO, please submit requests through <https://ttcrequest.zendesk.com> at least 6 weeks in advance to the presentation date. This is an ideal timeline and some exceptions can be made.

You will need the following information prior to submitting a webinar request:

- Contact person from your group/organization for this webinar
- Webinar topic (a specific topic narrowed down to your target audience)
- Webinar title (title must be catchy for marketing purposes and also convey your specific topic)
- Presentation date and time
- Length of webinar (60 - 90 minutes)
- Description (100 - 125 word description of the topic explaining why it is important)
- Learning objectives (3 - 4 active learning objectives that the attendee will have completed by the end of the presentation. These are necessary for continuing education.)
- Target audience
- Poll questions (questions that can be used as an interactive activity at the beginning of the webinar to establish basic knowledge about the topic)
- Marketing links (links to your organization's website that you would like to be included in marketing announcements)
- Total number of presenters

### Information about Presenter (provide the following for each presenter)

- Presenter's name (including all titles)
- Brief presenter biography (55-65 word professional biography to be used for marketing and continuing education purposes)
- Presenter's email address
- Presenter's work phone number
- Presenter's alternate phone number
- Presenter's mailing address
- Presenter's CV/resume
- Photo of presenter

After your information is submitted we will make sure that the contact person is CC'd on all email communication with the presenter.

## PTTC NCO Webinar Production

Although the following items are not necessary to complete the webinar submission request it is valuable to know that they are an integral part of the webinar process.

There will be a “practice session” within 1-2 weeks prior to the live event. During this session we will go over the following items with the presenter(s):

- Questions about logging in or any trouble logging in
- Time presenter(s) would like to log in on the day of the live presentation. We will be on 30 minutes prior to the live event.
- Facilitation of slides
- Transition between multiple presenters -practice screen sharing with presenter
- Format and preference for Q&A session (questions until the end of the presentation or a natural stopping point mid-way)
- Verbal permission to record the webinar.
- Permission to use a PDF version of presentation slides to post with the recording.
- Give run down of what will happen – start with housekeeping, then poll questions, after poll questions The facilitator will read the presenters bio and then begin the presentation
- Go over basic poll questions and be sure that the ones that have been submitted on the webinar submission form are correct. Add any additional poll questions.
- Practice any other functions (Chat, etc.)
- Answer presenter’s questions about webinar platform and features.
- Send presenter the standard PTTC PowerPoint template for use.
- Receive a copy of the presentation slides one week prior to the live event just in case we need them.
- Overview of timekeeping