**WEBINAR DETAILS FORM**

Please submit information for your Webinar using this form and return to [info@hbma.org](mailto:info@hbma.org)

The webinar details forms will be sent on to the Education Committee for review and approval prior to being posted / advertised on the website.

**Webinar Title:**

**Speaker Name(s) and Credentials:**

**Speaker(s) Contact Information:**

Email:

Phone Number:

Company:

Title:

Professional Designation:

Website:

Demos:

**Speaker Honorarium Request** (if applicable)**:**

*Are your fees negotiable?* Yes/No

**Were you referred by an HBMA member?** Yes/No

If Yes, please provide their name:

**Audience Level** (pertains to the level you believe the education you will be providing)

*Place an X in front of your selection below:*

Beginner (1-2 years’ experience)

Intermediate (3-7 years’ experience)

Advanced (8+ years’ experience)

Expert (Executive level material)

**Total Education Time** (ex. 60 minutes, 90 minutes, etc)**:**

**Topic** (ex: Technology/Chat GPT, Human Resources/Managing Remote Staff)**:**

**Has this presentation been given in part or in full previously?** Yes/No

**Is this presentation currently available elsewhere?** Yes/No

**Webinar Description** (1,000 character limit)**:**

**Webinar Objectives** (Please provide a minimum of 3)

*Course participants will be able to:*

**Presenter #1 Bio** (1,000 character limit)**:**

**Presenter #2 Bio** (1,000 character limit)**:**

**Max Number of Participants** (if any)**:**

**Bibliography** (if applicable)**:**

**Presentation Requirements** (ex: Microphone, technology assistance, etc)**:**

**Proposed Date(s) and Times (PST/PDT)\*\*:**

**Postponement Date(s) and Time (PST/PDT)\*\*:**

In the event the webinar needs to be postponed for any circumstance (low registration, instructor illness, emergency etc.) please provide secondary dates.

\*\*The national office will make efforts to accommodate proposed dates; however, final dates will be determined based on currently scheduled webinars. This is to avoid the overlapping of virtual course offerings.