Webinar Proposal Guidelines

Before submitting this form, please read and review the presenter and presentation requirements.

Webinar Title

Webinar Description (100 word limit)

Learning Objectives (min 3, max 5)

Tips for Writing Quality Learning Objectives:

- Identify the noun or idea you want attendees to learn.
- Indicate the level of knowledge desired and select a verb that describes observable behavior at the appropriate level of learning.
- Add any additional criteria to indicate how or when the outcome will be observable.

Webinar Topic (May select up to 2 Professional Standards)

- The Educational Enterprise
  - Organization and administration
  - Public policy and intergovernmental relations
  - Legal issues
- Financial Resource Management
  - Principles of school finance
  - Budgeting and financial planning
  - Accounting, auditing, and financial reporting
  - Cash management, investments, and debt management
  - Technology for school finance operations
- Human Resource Management
  - Personnel and benefits administration
  - Professional development
  - Labor relations and employment agreements
  - Human relations
- Facility Management
  - Planning and construction
  - Maintenance and operations
- Property Acquisition and Management
  - Purchasing
  - Supply and fixed asset management
  - Real estate management
- Information Management
  - Strategic planning
  - Instructional support program evaluation
  - Instructional program evaluation
  - Communications
  - Management information systems
• Ancillary Services
  o Risk management
  o Transportation
  o Food service
• Other

Will you be able to provide tangible resources (templates, samples, etc.) for attendees? If yes, what will you provide? (These must be provided in advance.)

Presenter(s) Information

Speaker Name (1), title, affiliation/organization, email

How many webinars have you conducted?

What other types of professional development have you conducted (workshops, seminars, etc)?

Up to two additional Speakers, Name (2/3), title, affiliation/organization, email

How many webinars have you conducted?

What other types of professional development have you conducted (workshops, seminars, etc)?

Agreements

Do you agree to the Speaker Agreement?