

ARLIS/NA Webinar Guidelines and FAQs for Presenters

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PDC Education Committee contacts: <https://www.arlisna.org/organization/committees/36-professional-development-committee/89-education-subcommittee>

Proposing a Webinar

- Timeline
 - ⊘ **Option 1:** *My webinar is ready to go and we have all of our speakers lined up.*
 - Complete a [Webinar Request Form](#) and email to the Education Subcommittee chair at least 8 weeks in advance of preferred webinar event date
 - Prior to the webinar, complete the [Public Appearance Consent Form](#) for all speaking/on-camera participants
 - ⊘ **Option 2:** *I have an idea for a webinar, but need some time to plan the specifics and get everyone on board.*
 - Contact the Education Subcommittee chair as early as possible, but no less than 10 weeks in advance of your preferred webinar event date. The Education Subcommittee can look at available dates/times and help facilitate connections or suggest speakers, as needed.
 - Once your webinar scope/description and speakers are set, complete the [Webinar Request Form](#) (at least 8 weeks in advance of event) and email to Education Subcommittee chair
 - Prior to the webinar, complete the [Public Appearance Consent Form](#) for all speaking/on-camera participants
- Required Forms
 - ⊘ **Webinar Request Form:** See <https://arlisna.org/professional-resources/webinars-virtual-meetings>
 - Email to Education Subcommittee chair no less than 8 weeks before preferred webinar event date
 - ⊘ **Public Appearance Consent Form:** See <https://arlisna.org/professional-resources/arlis-na-learning-portal>
 - Must be completed by all presenters
 - All presenters need to agree to be recorded

Webinar Content

- Webinars should be relevant to art librarianship generally and to the members of ARLIS/NA specifically. Presentations with a practical focus are especially welcome; they

may be encores of a previous paper/presentation (i.e. at ARLIS/NA annual conference); from a publication or other source; or altogether new.

- Webinars are visual/audio presentations.
- Presenters are encouraged to build in opportunities for feedback/participation by attendees using the chat box, for example to “raise hands” or respond “yes/no”
- It is recommended that you have no more than two presenters due to technology and logistical constraints. However, your webinar needs may vary! If you’re planning for an event with more speakers, let the organizers know as early as possible.
- Webinar presenters should plan 40-45 minutes of content and 10-15 minutes for Q&A (for a total of 60 minutes)
- You will be provided with a moderator from the ARLIS/NA Education Subcommittee who will attend the webinar and who can assist running the Q&A

Technology Requirements and Other Logistical Considerations

- ARLIS/NA webinars are run on the GoToWebinar platform; your Education Subcommittee contact will coordinate with the ARLIS/NA manager to get the webinar scheduled.
- There will be a practice session approximately 1 week prior to webinar. Everyone should use the same equipment they will use on the day of the webinar. The ARLIS/NA manager, panelists and Education Subcommittee moderator all need to attend the practice run.
- Presenters should run the [GoToWebinar system check](#) on their computer prior to practice session
- A USB headset is preferred; a landline phone is acceptable, and the computer’s built-in microphone is not recommended (picks up too much background noise)
- We recommend scheduling webinars at 2PM EST to accommodate attendees in different time zones
- Only current ARLIS/NA members may attend live webinars.
- Webinar attendees do not have microphone permissions, but they may type questions using the chat or questions box
- Powerpoint without animations and videos is preferred. Both Keynote and Prezi can be problematic.

Communication/Promotion

- The Education Subcommittee moderator will share webinar details with the ARLIS-L listserv, the ARLIS/NA web manager, and the ARLIS/NA social media manager. Other promotion is the responsibility of the webinar organizers. The Education Subcommittee can provide suggestions and contact information for groups within ARLIS/NA.
 - Find a full list of ARLIS/NA special interest groups (SIGS), sections, and divisions at <https://arlisna.org/organization/organization>
 - When sharing outside of ARLIS/NA channels and groups, you might wish to clarify that, while live webinar attendance is limited to current society members, recordings of the webinar content will be made freely available in our open access Learning Portal.

Post-Webinar Follow-up

- Webinars are recorded and will be added to the open access Learning Portal within one month of the live webinar.