**To Do List – Offering an ACBS Webinar**

**Before the webinar -**

1. Email staff at the ACBS office to request webinar support 2 months in advance of your potential date(s). Include options for dates/times for the webinar along with how long the webinar will be scheduled. Share your preference for the following options: require Webinar Password, Q&A, and Required Registration. Include options for dates/times for a webinar rehearsal (15-minute run-through approximately one week prior to the webinar).
2. **If applicable**, submit completed CE applications to the CE Committee 2 months in advance of your potential date(s). (*CE webinar applications must include a minimum of 5 post-test, True/False or multiple choice questions, for each hour of CEs available to participants who view a webinar recording*.)
3. Draft promotional materials including bio and headshot of the presenter. Promotional material will be used for Social Media and listserv promotion along with a web page to house the webinar/recording.

**All promotional materials must minimally include the following:**

1. description of the audience for which the program is intended
2. the educational objectives
3. the presenters and their credentials
4. the costs (items included in the registration fee)
5. cancellation policies
6. contact information (email address or phone number)

**If CEs will be offered**, the additional information must be included:

* any known commercial support (or lack of) for CE programs or instructors**that may be construed as a conflict of interest.**You can find examples of disclosures here: <http://www.asha.org/CE/for-providers/admin/Speaker-Disclosure-Slides-for-Presentations/>
* the number of CEs for Psychologists available with “(PENDING APPROVAL)” placed after it until official approval from ACBS is given. Then after approval, the following co-sponsor statement must be added: “***The Association for Contextual Behavioral Science is approved by the American Psychological Association to sponsor continuing education for psychologists. The Association for Contextual Behavioral Science maintains responsibility for this program and its content.***”

**One week before the webinar -**

1. Participate in a practice webinar session with staff at the ACBS office.
	1. Please have a portion of your presentation ready to practice sharing your screen, etc.
	2. The practice session should be in the same location and using the same equipment planned for the day of the scheduled webinar (staff will confirm sound, lighting and bandwidth is sufficient)
	3. Any co-hosts and/or chairs planned for the scheduled webinar should also join this practice session

**The day before the webinar -**

1. Make sure to email all registrations a reminder (or email a calendar invite).
2. If you're not taking/requiring registrations, you may want to re-email to your communication avenues.

**The day of the webinar -**

1. Join the webinar 10-15 minutes prior to the start time to add presentation, prep screen-sharing, discuss any last-minute changes, etc.
2. Don't be discouraged by seemingly low attendance on the day of the scheduled webinar.  A fraction of those who indicate interest will join live.  We put our webinars online for later replay, so it's ok not to have a large number attending live.

**After the webinar -**

1. If offering CEs for the webinar recording, the sponsoring organization is responsible for grading the tests and reporting the results as a part of your Post-CE documentation. An 80% or above must be achieved post-test for CE eligibility.
2. Please send on your presentation and any other materials to the ACBS office staff that you would like to be available for those viewing the webinar recording. Staff will include this information on the webinar webpage.
3. Email the link to the webinar webpage from the ACBS website to all registered for the event, in case they missed the live session.