**Webinar Planning: Basic Information**

TITLE:

DESCRIPTION:

DATE / TIME/ LUs/ LINK:

LEARNING OBJECTIVES **(must include *four*)**

After participating in this webinar attendees will:

1.
2.
3.
4.

PRESENTERS: Name, title, email address, 100 word max bio, headshot, and signed waiver required for each speaker. List in presentation order and note who is moderator.

Name

Firm Name / website

City, State

Email

Phone

Name

Firm Name / website

City, State

Email

Phone

Name

Firm Name / website

City, State

Email

Phone

REQUIRED ATTACHMENTS

* Headshot from each speaker.
* Signed waiver from each speaker for posting the recording.
* Key graphic for event.