

## **1. What information do I need to submit to be considered as a presenter?**

You will need to provide your personal contact details, a short biography, the title and abstract of your webinar, learning objectives, the target audience, the proposed duration and any specific technical or equipment requirements. More detailed instructions will be provided on the submission form.

## **2. Can I submit multiple webinar topics?**

Yes, you can submit multiple proposals. However, each submission must be distinct and outline the unique value it brings to the audience. Each proposal will be reviewed individually.

## **3. Is there a specific format for the webinar I need to follow?**

We encourage you to use a format that engages your audience, whether it's slide-based or a panel discussion. Be sure to specify your preferred format in your proposal. Presentations may be delivered live or pre-recorded, depending on availability and scheduling.

## **4. Will I be compensated for presenting the webinar?**

Presenters are not compensated for their webinar presentation. We value your time and expertise, and the exposure you gain from presenting to a targeted audience may be valuable for your organization and professional growth.

## **5. How long should my webinar be?**

Most webinars are between 30 and 60 minutes in length. You should propose a duration that suits your content and audience. Typically, the presentation, including Q&A, must be at least 50 minutes to qualify as 1 professional development hour (PDH); however, this is state specific. If your session will exceed this time, please specify how you plan to structure the content.

## **6. Can I present a pre-recorded webinar?**

Yes, webinars can either be presented live or recorded in advance. After your webinar has been chosen, we will work with you to identify the best way for the webinar to be presented.

## **7. What type of audience will be attending?**

The association's webinars typically attract NPCA members, designers utilizing precast and owners using precast ranging from entry-level to mid-career individuals. You are encouraged to tailor your content based on the level of knowledge you expect from your audience.

## **8. Do I need to provide materials or resources?**

If applicable, you are welcome to share additional resources such as slides, handouts or reference materials. Please note that these materials will be submitted prior to the event for review and should not be used to promote external services or products.

## **9. What technical requirements do I need to consider?**

You will need a stable internet connection, microphone and webcam (encouraged to be on camera but not required). If you're presenting live, we will use [Zoom/Teams/WebEx/etc.], and we'll provide you with the necessary platform access and technical support prior to the event.

## **10. How will my webinar be promoted?**

Once your webinar is confirmed, we will promote it through the association's email newsletters, social media channels and website. You are encouraged to share the event within your professional network as well.

## **11. Can I use my webinar presentation for other events or promotions?**

Yes, you are welcome to reuse or repurpose your webinar content for other events or promotional purposes, but we ask that you do not sell or distribute the webinar recording without permission from the association.

## **12. How will I know if my submission is accepted?**

After submitting your proposal, you will be notified of the status of your submission by March 31, 2025. If your proposal is selected, we will provide further details on the scheduling and technical requirements for your session.

## **13. What should I do if I need to cancel or reschedule my webinar?**

If you need to cancel or reschedule your webinar, please notify us as soon as possible. We ask for at least two weeks' notice to allow us to make adjustments and find an alternate presenter if needed.

## **14. Can I include promotional content in my webinar?**

The focus of your webinar should be on providing value and educational content to attendees. While you may briefly mention your services or products, the webinar should not be purely promotional. We ask that you keep promotional materials to a minimum.

## **15. What happens if I am selected to present?**

If your proposal is accepted, you will receive a confirmation email with next steps. This will include scheduling your session, submitting any necessary materials (e.g., slides), technical setup instructions and information on how to engage with attendees.

## **16. Will there be a Q&A during the webinar?**

Yes, most webinars will include time for Q&A, either live or at the end of the session. Please plan to allocate time for questions and answers from attendees.

## **17. How do I submit my proposal?**

Submit your webinar proposal through the online submission form. Be sure to follow the instructions carefully and provide all required information to ensure your submission is complete.

## **18. Do I need to have prior experience presenting webinars?**

While prior experience is beneficial, it is not a requirement. If you are new to presenting webinars, we encourage you to still submit your proposal. We offer guidance and resources to help you prepare for your session.