AAPM WEBINAR REQUEST FORM

Please use the Fill & Sign feature to complete all fields. For instructions/details see: https://helpx.adobe.com/reader/using/fill-and-sign.html

The Specialty Meeting Oversight Subcommittee (SMOSC) has been tasked to review requests for all proposed webinars with the primary purpose of ensuring proposed webinars:

1. Present relevant and timely topics without conflict or duplication,
2. Are scheduled to best utilize staff resources

A webinar is different from a virtual specialty meeting in the following ways:
• A webinar is 2 hours or less in duration on a single topic
• A webinar series is a single topic string of webinars with a defined beginning and end date.
• A webinar does not have breakout rooms.
• No continuing education credit (CAMPEP or SAM) is offered for the content.

This proposal is for a:
____ Single Webinar     _____ Webinar Series (one review for the year; no guarantee that full request will be slated)

SUBMISSION PROCESS

PART 1: CONCEPT APPROVAL

Prior to submitting the request to the SMOSC, applicants must first have approval for the concept of the proposed webinar from one of the following AAPM entities:
• Administrative Council
• Education Council
• International Council
• Professional Council
• Science Council
• Board of Directors
• Executive Committee

Forward the completed form to the chairperson of the approving entity for review/approval.

PART 2: SUBMISSION INSTRUCTIONS

After approval of the concept has been granted, forward completed form as directed.

The request will be reviewed by the SMOSC.

Applicant will be notified with a determination within 2 weeks of SMOSC review.

Submit to:
AAPM Specialty Meeting Oversight Subcommittee (SMOSC)
C/O Karen MacFarland
Email: karen@aapm.org
Appropriate information regarding the proposed meeting has been reviewed and the concept approved by the following AAPM entity:

- Administrative Council
- Education Council
- International Council
- Science Council
- Professional Council
- Executive Committee
- Board of Directors

Chairperson Name: _____________________________________________________________________________________________________

Contact Name: ________________________________________________________________________________________________________

Contact Email: _________________________________________________________________________________________________________

If the concept for the webinar is approved, staff will be assigned to assist with webinar organization, registration, scheduling of practice run for webinar speakers, and to provide technical support during the live webinar.

Proposed Single Webinar Title: ___________________________________________________________________________________________

Webinar Duration (up to 2 hours) [_______]

Please confirm your speakers in advance of submitting this proposal:

Speaker 1: _____________________________________________________________________________________________________________ (presentation duration)

Speaker 2: _____________________________________________________________________________________________________________ (presentation duration)

Speaker 3: _____________________________________________________________________________________________________________ (presentation duration)

Speaker 4: _____________________________________________________________________________________________________________ (presentation duration)

If this is a webinar series, list all webinars in the series with proposed topics and speakers. (Please realize that while every effort will be made to support all webinar requests, resources are limited and some requests may need to be revised, postponed, or denied.):

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AAPM WEBINAR REQUEST FORM, Cont.

### PREFERRED DATES

Webinars can only be scheduled on the 2nd or 4th Tuesday or Thursday of each month. Please list top three date choices:

1st _____________________________________________________________________________________________________________________

2nd ____________________________________________________________________________________________________________________

3rd ____________________________________________________________________________________________________________________

### BRIEF SUMMARY OF THE WEBINAR TOPIC AND (2) OBJECTIVES

Please provide a brief summary to be used for promoting the webinar to AAPM members as well as (2) objectives for the webinar. If you are proposing a webinar series, please provide this information for ALL proposed webinars in the series.

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