



2021 Call for Webinar Speakers

FAQ's for ACMP Member Webinar Speaker Application Process

1. Where can I find the Session Submission Form?
 - a. [Speaker Submission Page](#) beginning October 1, 2020.
2. Can I submit supplemental material for my proposal?
 - a. In order to keep the time commitment for the volunteer reviewers to a minimum, it is necessary to limit the proposal content to the fields provided. Additional documentation will not be accepted.
3. Do I have to complete my proposal in one sitting? Does the speaker proposal have to be completed in a single time period/one session?
 - a. Yes, in order to advance through the form, you must complete the required fields in one sitting.
4. What is the deadline to submit education session proposals?
 - a. The deadline date for ACMP 2021 Webinars is October 30, 2020 at 5:00PM EDT.
5. What are the selection criteria for education session proposals?
 - a. Submissions will be reviewed and scored in the following areas:
 - i. Thoroughness: The application must be received by the deadline. Only those providing a complete submission form will be reviewed. This includes a video.
 - ii. Content: Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Is the topic, description and learning objectives advanced, relevant, and cohesive?
 - iii. Speakers: Speaker knowledge and experience, presence, and professionalism.
 - iv. Presentation Style/Format: will this topic fit the Webinar format, while remaining engaging and interesting?
6. What are the different session style options for the events?
 - a. This Call for Speakers is open specifically for ACMP 2021 Webinars. Webinars are offered at a minimum of once a month. They are available to ACMP Members. All webinars take place at 12:00 – 1:00 PM ET, with a rebroadcast at 9:00 PM ET. All webinars are 60 minutes total in length. There will be 5- 10 minutes of ACMP housekeeping items and introductions from the webinar host. This leaves approximately 45-55 minutes for the presentation and questions. It is recommended that you leave at least 10 minutes at the end of the presentation for questions. If a member is unable to join the webinar live, we make the recording and associated handouts available in our resource center so that all members will have access to them even if their schedule or their time zone did not allow them to participate live.

7. How long will the proposal process take?
 - a. Sessions will be reviewed by members of the ACMP Digital Learning and Collaboration Committee. Notifications will be on a rolling process as submissions come in. You will be notified no later than December 22, 2020.
8. Beyond presenting a conference session are there additional requirements for speakers?
 - a. Yes.
 - i. Webinar Speakers will need to attend a training session prior to their webinar to receive go over the webinar platform GoToWebinar, introduce them to the webinar host, and go over what to expect the day of the live session.
 - ii. Speakers should use social media to promote their ACMP Webinar.
 - iii. [Click here](#) for the Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions could result in a speaking opportunity being cancelled and your ineligibility to apply for speaking at future ACMP Conferences or ACMP Member Webinars for a period of two years.
9. What additional information should I expect to provide prior to submitting my proposal?
 - a. Our reviewers have expressed a desire to know more about the proposed speakers. ACMP strongly encourages you to have your speaker information complete. Speaker information must include:
 - i. Brief speaker bio(s)
 - ii. Complete contact information for all speakers
 - iii. Presentation Details and Interaction Plan
 - iv. Video or Audio Clip: Note - Only one video or audio clip is needed for each submission. Clip should be of the primary presenter or the entire group if possible. Video or audio is required - if you do not have a professional video or audio sample, please provide a 30-second to 3-minute clip about why you want to present on this topic, why you are passionate about your topic and what you will bring to the conference. This does not have to be a formal video or audio clip, just a simple video or audio recording created via your smart phone, tablet, or web cam.
 - v. Refer to the submission form for a review of the information required.
10. Do I actually need to include a video/audio clip in my submission?
 - a. Yes. A video or audio clip is required for your session submission to be evaluated. However, the video or audio sample does not need to be professionally produced nor formal. It can be recorded by camera phone or webcam with the submission speaker sharing a 30-second to 3-minute clip about his or her presentation, why you want to present, etc. But you want to make your best impression!
11. Who can I talk to if I have additional questions?
 - a. We would be pleased to speak with you and walk you through the process. Please contact the Meetings Team at: conference@acmpglobal.org or ACMP's main number: +1.407.392.3373 or Toll Free: +1.888.389.0130