

Webinar Planning and Implementation Guidelines

(Please note that MAA Webinars are planned and implemented by MAA Committees only. We do not accept unsolicited proposals.)

I. Initial Planning and Scheduling

1. Inform the executive director, Lisa Fagin Davis (lfid@themedievalacademy.org) and MAA webinar coordinator, Chris Cole (ccole@themedievalacademy.org) of your plans along with potential dates. We request at least 2 months advance notice so that we may have time to publicize the event and avoid scheduling conflicts.
2. Refer to our [online webinar calendar](#) for potential dates.
3. Contact Chris to finalize scheduling and to discuss if a webinar or meeting is more suitable.

II. Content Submission

1. Send Chris the title, description, time and date, along with the names of the panelists and moderators in a Word Document that we may use to publicize the programming.
2. We will also need the email addresses of all speakers and moderators to send them separate invitations to join the webinar as panelists. We will start the webinar 10 minutes early for testing purposes and this invitation will allow access to the practice room.
3. Inform us if you would like the webinar to be published on the MAA's YouTube channel. We ask for consent from all panelists before posting any recordings.

III. Honoraria (If Applicable)

1. **Contact Coordinator Regarding Honoraria:** If you wish to offer honoraria, contact the executive director *first* to ensure that funds are available.
2. **Adhere to Honoraria Policy:**
 - The current MAA policy (approved by Council in 2021) allows for a maximum of \$1,500 per webinar, to be distributed as the organizer deems fit.
 - MAA staff or committee members who organize or participate in a webinar as part of their committee's MAA work are not eligible for honoraria.
 - *Note: The upcoming I&D Prizewinner webinars for 2025 are an exception, as they are funded by a donation and honoraria are already secured.*

IV. Technical and Promotional Support (Provided by Chris Cole)

Chris Cole will handle the following tasks once the above steps are completed:

1. Post webinar details to the MAA blog and send out an email blast, or include in the MAA's monthly newsletter.
2. Arrange for the Zoom link.
3. Manage webinar registration.
4. Handle webinar publicity.
5. Provide day-of technical support for the webinar.
6. Process and post the webinar recording (if applicable) to the MAA website and YouTube

channel.