

LTLTI – WEBINAR MEETING REQUEST FORM

Instructions to complete the form:

- Please complete **all** form fields below.
- For any form field containing a drop-down box, only one selection permitted.
- After completing the form, click the **SUBMIT FORM** button located in the bottom left corner of the forms page 2, which will automatically open a new email to info@ltrltrainingpa.org. Simply click the 'Send' button on the email and your form will be delivered directly to LTLTI.

Once LTLTI receives your completed form, we'll check our availability to host your webinar on the date/time specified on the form and send you a follow-up email to either confirm availability or to suggest/request an alternate date. Once your webinar has been scheduled, we'll provide you with the WebEx connection information to access your webinar, which you may share with the intended audience.

'Requestor' Contact Information:		'Presenter' Contact Information: <i>(Only complete if different than 'Requestor' info at left)</i>	
Name:		Name(s):	
Job Title:		Job Title(s):	
Agency:		Agency:	
Phone:		Phone:	
Email:		Email:	
1.	Title of WebEx Event: <i>(Please type either 'Webinar' or 'Conference Call' at the end of title)</i>		
2.	Date of WebEx Event: <i>(include Day of Week)</i>		
3.	Start Time End Time: <i>(Fields are preformatted-please enter as military time)</i>		
4.	Type of WebEx Event? <ul style="list-style-type: none"> • CONFERENCE CALL: If your event is to be conducted as a telephone call/discussion ONLY, then the event will be scheduled as a CONFERENCE CALL and participants will only need to join/access the 'audio' portion of the WebEx connection information. • WEBINAR: If you plan to display visual aids as part of your event, such as a PPT file or other documents, then the event will be scheduled as a WEBINAR. In addition to joining/accessing the 'audio' portion of the WebEx connection information, in order to view your visual aids participants will <i>also</i> be required to access the webinar via their computer. 		
5.	Location from which you plan to conduct WEBINAR/CALL from:		
6.	Event to be Monitored by LTLTI? <i>(If yes, LTLTI will monitor your event for background noise, technical issues, recording purposes, etc.)</i>		
7.	If you chose 'WEBINAR' for #4 above, do you plan to share/display Visuals? <i>(PPT file or other documents)</i>		

8.	How do you wish to share your Webinar Visuals? <i>(Best choice is 'LTLTI Load to WebEx', unless your PPT contains animations, transitions, or embedded videos, in which case you'll need to choose 'Share my Screen')</i>	
9.	Please indicate the date that you'll provide your Visuals/PPT to LTLTI: <i>(At least 3 days prior to webinar)</i>	
10.	Would you like this Event to be Recorded?	
11.	Would you like the recording posted to the LTLTI training portal?	
12.	If you answered 'Yes' above, indicate the location within the LTLTI training portal to house/post the recording:	
13.	Would you like to post additional/accompanying materials to the training portal, along with the recording?	
14.	If you answered 'Yes' above, provide the name & format of each additional file to be posted: <i>(Format = PDF, XLS, WRD, etc)</i>	
15.	If posted the LTLTI training portal, provide an expiration date that the materials can be removed: <i>(Applicable ONLY for documents that you anticipate will become outdated/irrelevant at some point)</i>	
16.	If known, the number of anticipated webinar invitees/participants:	
17.	Participant Audio: <i>(Best choice for a training webinar is 'MUTE ALL ON ENTRY' so there will be no disruptive background noise throughout the webinar or on the recording)</i>	
18.	Participant Q&A via: <i>(If you don't plan to conduct a Q&A session at the end of webinar choose the 'NO Q&A SESSION' option)</i>	
19.	Post-event, would you like to receive a 'Participant List' that contains the names/email address of those individuals who participated in your event?	
20.	Post-event, would you like to receive a 'Chat Transcript' that contains the names/chat entries from your event? <i>(Applicable ONLY if you chose 'CHAT Q&A SESSION' for #18 above)</i>	
21.	In the space provided below, please type any 'Additional Information' you may want to include, so that LTLTI can accurately schedule your WebEx event:	

Click the **CLEAR FORM** button below to clear the form for future use.