



Information Needed From Presenters to Start Webinar Promotion

Learning credits/CEUs: In order to be eligible for learning credits/CEUs, webinars **must** run the length of 75 minutes. We allow 15 minutes of Q&A at the end (as well as a short intro from the webinar coordinator at the beginning), making our webinars an hour and a half (90 minutes) in total length.

American Trails is an approved provider for [American Planning Association \(APA\)](#) and can offer Certification Maintenance (CM) credits (1.5 CM credits), as well as an LA CES approved provider for the [American Society of Landscape Architects \(ASLA\)](#) (1.5 PDH). American Trails webinars are also eligible for CEU equivalency petition for park professionals with the [National Recreation and Park Association \(NRPA\)](#) (0.10 CEU credits). In order for webinars to qualify for these credits, attendees interested in receiving any of these credits must take an evaluation survey as well as a 10-12 question quiz following the webinar. American Trails will follow up with more details on this once your webinar is approved.

Please feel free to fill out this form or just email, in a separate word doc, or in the body of an email and send to candace@americantrails.org.

Signed Consent: Filling out this form gives American Trails permission to record and archive the webinar and make it available for purchase in the American Trails [Online Store](#), with all profits going back to American Trails in order to continue to offer quality trainings to the trails community.

YES or **NO: Is it okay for us to list your name & bio on our Ask a Trail Expert webpage during your webinar month?**

1. **Webinar Title:** Something catchy to grab attention.

2. **Webinar Date:** Our webinars are usually held on the 3rd or 4th Thursday of the month and run from 10:00am-11:30am Pacific/ 1:00pm-2:30pm Eastern. *Please first consult with the American Trails office on available months.*

First Date Preference: _____ Second Date Preference: _____

3. **Presenter Information (if more than 2 presenters, please attach additional sheet with their details):**

Presenter 1 Name: _____ **Title:** _____
Organization: _____
City and State: _____
Email: _____
Cell: (used during live webinar for contact) _____ **Do you** **YES** **NO**
text?

Presenter 2 Name: _____ **Title:** _____
Organization: _____
City and State: _____
Email: _____
Cell: (used during live webinar for contact) _____ **Do you** **YES** **NO**
text?





4. **Webinar Description:** Include keywords so attendee's know exactly what to expect for their own expertise level and skill/line of work, such as:
- A. Expertise level: novice, intermediate, expert
 - B. Project/trail location(s):
 - o Type: urban, rural, mountains, meadows, water/blueway, greenway, etc.
 - o Location: domestic, international, etc.
 - C. Trail type: hiking, bicycling, equestrian, OHV, water, snow, multi-use, etc.
 - D. Surfacing: dirt, natural surface, asphalt, concrete, crushed rock, boardwalk/bridge, etc.)

5. **Key Learning Objectives:** Provide a bullet or number list of items (between 3-10) that attendees will learn during the webinar. This is required for learning credit/CEU approval.

6. **Health, Safety, and Welfare (HSW):** In some jurisdictions, Landscape Architects licensees (via the LA CES program) must obtain continuing education that pertains to public health, safety, and welfare (HSW). Webinars/sessions qualify for HSW courses as those in which at least seventy-five (75) percent of the subject matter applies the principles of mathematical, physical, and social sciences in consultation, evaluation, planning, design (including, but not limited to the preparation and filing of plans, drawings, specifications, and other contract documents), and administration of contracts relative to projects principally directed at the functional and aesthetic use and preservation of land. These subjects may include, but are not limited to the [following list](#) (**many topics fall into webinars that American Trails has hosted**). Let us know if you believe your webinar will qualify for HSW or not.

___ YES, my webinar qualifies for HSW. If so, include what areas as noted in the above link:

___ NO, my webinar does not qualify for HSW

7. **Presenter Bio & Pic:** Attach a photo of you out on the trail! A headshot photo will also work. In order to obtain CEU approval for your webinar, please include your experience with adult attendees – what presentations you have made, guest lectures, etc. at university or college classes, other workshops you presented at conferences, etc.
8. **Photo Needed:** Attach a photo **at least 1,000 pixels wide** is needed that is a part of webinar listing on our website. If you do not have a photo, we will find a general trail photo to use – but if you have a related image to your topic that is preferred. Include photo credit, if necessary.

An example using the image:

December



ADVANCING TRAILS WEBINAR SERIES

Build a Sustainable Trail that Lasts 100 Years

December 07, 2017

This webinar explores the critical components and processes necessary for truly sustainable trail design and construction.

Categories: Webinar, Advancing Trails Webinar

