



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 70-75 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 12 question quiz following the webinar. American Trails will follow up with presenters with more details on during pre-meetings once your webinar is approved.

Please feel free to fill out this form or send the requested information in a separate word doc or in the body of an email 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. Filling out this form also allows American Trails to list your name(s) and bio(s) on our [Ask a Trail Expert](#) webpage during your webinar month.

1. **Webinar Title:** *Something catchy to grab attention that includes what webinar is about, but not too long.*

2. **Webinar Date:** *Our webinars are held on Thursdays (typically the 3rd or 4th Thursday of the month) and run from 10:00am-11:30am Pacific/1:00pm-2:30pm Eastern (including Q&A at the end). (Contact candace@americantrails.org to confirm date first.)*

Date (MM/DD/YYYY): _____

3. **Short Webinar Description:** *No longer than 1-2 sentences used on [online training calendar](#) and to introduce live webinar.*

4. **Presenter Information (Name, Title, Org, Website, City, State, Office, Cell, Email – attach bios & headshots separately):**

Presenter #1:

Presenter #2:

Presenter #3:

Presenter #4:





5. **Long Webinar Description:** Include keywords so attendees know exactly what to expect for their own expertise level and skill/line of work (**Expertise level:** novice, intermediate, expert; **Trail type(s) webinar applies to:** urban/rural, natural surface/hard surface, blueway/greenway, specific trail types/multi-use (hiking/bicycling/ equestrian/OHV/paddle/snow trail, etc.) – **If too long for space provided below, please note and attach separate document.**

6. **Learning Objectives:** Provide a bullet list of **at least 3** items that attendees will learn during the webinar.

7. **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 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**).

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

UNSURE if my webinar qualifies for HSW (American Trails can review and determine)

8. **Photo Needed:** Attach at least one photo **at least 1,000 pixels wide** which will be used on the [online training calendar](#). If you do not have a photo, let us know (we will find a general stock trail photo to use). Include photo credit, if necessary.

EXAMPLE:

ADVANCING TRAILS WEBINAR SERIES

Working Together to Develop, Promote, and Fund Active Tourism

October 11, 2018

This webinar explores how to work with tourism officials and/or economic development councils to drive economic development.

Categories: *Webinar, Advancing Trails Webinar*

