



Dear \_\_\_\_\_:

Thank you very much for your interest in participating in our OWIT International webinars. Please fill out the following form so that we may schedule your webinar. **We will not be able to officially schedule your webinar until this form is completed.**

Speaker Name: \_\_\_\_\_ Alt. Contact: \_\_\_\_\_

Speaker E-mail: \_\_\_\_\_ Alt. E-mail: \_\_\_\_\_

Speaker Topic: \_\_\_\_\_

Suggested Title: \_\_\_\_\_

Our webinars take place on Tuesdays and Thursdays from noon EST to 1:00 p.m. EST. Speakers are asked to sign on half an hour early for technical checks and discussion with the moderators. Please indicate which dates at these times work best for you (rank in order of preference):

\_\_\_\_ Tuesday, \_\_\_\_\_

\_\_\_\_ Tuesday, \_\_\_\_\_

\_\_\_\_ Thursday, \_\_\_\_\_

\_\_\_\_ Thursday, \_\_\_\_\_

\_\_\_\_ Tuesday, \_\_\_\_\_

\_\_\_\_ Tuesday, \_\_\_\_\_

\_\_\_\_ Thursday, \_\_\_\_\_

\_\_\_\_ Thursday, \_\_\_\_\_

\_\_\_\_ Tuesdays and Thursdays do not work for me.

\_\_\_\_ Noon EST does not work for me.

In 3-6 bullet points, please provide your key talking points:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I will be using powerpoint slides for my webinar. \_\_\_\_ Yes \_\_\_\_ No



Biography (limit 300 words):

Headshot:

Logo (if Small Business or Webinar Sponsor):

Twitter Handle: \_\_\_\_\_ Facebook Name: \_\_\_\_\_

**Please read the following carefully. Check the box (or type Yes) if you agree. You do not have to agree to have a Webinar.**

- I authorize OWIT International to refer to my Twitter and Facebook profiles in promoting this webinar.
- I authorize OWIT International to provide my slides to attendees of the webinar after the webinar.
- I authorize OWIT International to publish a summary write-up of our webinar on OWIT International's website or social media.
- I would like to answer questions based on the content of this webinar through the VP of Programming and the VP of Social Media for up to one-week after the webinar.
- I would like Small Business, Webinar, or Corporate Sponsorship information.

Important contact information:

OWIT International 2018-2019 VP of Programming  
Samantha Peaslee  
[vp-programs@owit.org](mailto:vp-programs@owit.org)  
[speaslee@lawpolaris.com](mailto:speaslee@lawpolaris.com)

Secretary of OWIT International  
Barbara Aguilar Gaona  
[secretary@owit.org](mailto:secretary@owit.org)

**Please send this form and any attachments to [vp-programs@owit.org](mailto:vp-programs@owit.org).**