

Webinar submission Guidelines

Thank you for your interest in submitting a proposal for the first CIECA webinar series. This document provides guidance as you proceed to submit a proposal to be considered.

Why you should think about submitting a proposal?

- Presenting/moderating a webinar can be an excellent professional development experience for any CIECA representative wanting to expand his knowledge, or to open a dialogue on a particular topic that maybe important for his organization, and/or road safety in general.
- Our aim is that CIECA webinars provide a forum to share important work that is in progress within CIECA member organizations, or external organizations with an interest in improving road safety, driving licencing systems, or driving education.
- Our webinars can also be an opportunity to share work from recent events (i.e. presentations in congresses or conferences) with the CIECA audience.
- CIECA webinars may provide new content on professional development topics.

General Information

- CIECA webinars will last 1 hour. Most webinars will include approximately 20-30 minutes of presentation and approximately 20-30 minutes of moderated Q&A.
- CIECA webinars will start at 11 am (CET). We will consider changing this timing under request.
- CIECA uses Webex to host our webinars. We will provide an orientation to Webex before the webinar series begins.
- All CIECA webinars will be recorded and posted to the CIECA members'-only section of our website.
- Once submitted, your proposal will be considered and CIECA will notify you of acceptance.

Submitting Your Webinar Proposal

- Please use the [CIECA Webinar Submission Form](#) to submit a brief webinar proposal that includes a title, short description, and names and contact information for all participants.
- All CIECA webinars have a moderator and between 1-3 speakers (unless otherwise agreed and stated). Once CIECA receives the proposal for the event, we will be in contact with you to clarify what each speaker will focus on and how you intend to coordinate the presentations.

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- Please confirm the interest and availability of all proposed speakers before the submission of your proposal.

Presenter's responsibilities

- Complete the online submission form
- Provide a PowerPoint presentation to be used during the webinar as well as speaker short bios and photographs (if possible). These must be submitted with the proposal.
- You will receive further instructions about using audio and video files with your presentation once your contribution has been confirmed.
- We request that all speakers in the event log onto the webinar platform approximately 20-30 minutes before the scheduled start time so that sound and other technical issues can be checked, and final questions that you might have can be answered. This brings the time commitment on the day of the webinar to about 1.5 hours.
- We also ask that speakers take part in a short practice session with the other speakers and CIECA staff a week or two before the webinar to get familiar with Webex and run through logistics. We plan that this session might take approximately 1 hour.
- If you would like to discuss content and structure of the webinar more deeply with the other speakers and member of CIECA staff, we can arrange for this. Please contact the CIECA Secretariat if you would be interested in scheduling an additional call.
- Regarding questions from the audience:
 - Presenters will be asked if they would like to receive questions PRIOR to the event so they can be used in the presentation.
 - For logistical reasons, the Q&A session will take place at the end of the session but the audience will be allowed to send questions at any time during the webinar through the chat box enabled in the Webex platform.