

**Information for Webinar Event Coordinator  
(To be filled out by the event sponsor)**

Please try to get this information to the coordinator at least 4 weeks in advance. This will meet the deadlines for the Capitol Voter and website. This is adjustable in unusual circumstances.

1. What is the title of your webinar?
2. Write a concise description of the webinar to be used for publicity and invitations.
3. Please list each panelist, moderator and/or staff member:

Name	Email

4. Please send a brief bio for each speaker.
5. Please send links to speaker's organizations if relevant.
6. Registration confirmations and reminders can be unique. Is there information you would like to be included in the confirmation or reminders? Confirmation information must be available before the event is promoted!