



planning webcast series

Sponsored by APA Chapters & Divisions

So, you're hosting a session with us! Here's a few things to know ...

LOGISTICS

Start Here

Complete the session form by visiting www.ohioplanning.org/pwsportal. We will enter the session for CM credit on your behalf (be sure your CM Provider account is active for the year) and will create a GoToWebinar registration link and post to www.ohioplanning.org/planningwebcast and www.facebook.com/planningwebcast.

Week Before Session

A week before the session, we will contact all speakers to conduct a GoToWebinar training session (~15 minutes) to review the agenda and GoToWebinar software.

Day of Session

We will open and close the session, provide all tech support and facilitate the Q&A.

After Session

The presentations will be posted as a combined PDF to www.ohioplanning.org/planningwebcast at the conclusion of the session. All sessions are recorded and posted to www.youtube.com/planningwebcast. Post reports are available to coordinators and panelists upon request.

SPEAKER REQUIREMENTS

Speakers are required to have a computer, internet, a telephone or microphone, webcam and a PowerPoint (or the like) presentation if applicable.

Speakers are required to send their presentations as a PDF to Christine ahead of the session at info@ohioplanning.org.

A welcome by the host Chapter or Division is always available. Unless conducted within this introduction by the host Chapter or Division, we suggest self-introductions of speakers.

An informational guide for speakers is available at www.ohioplanning.org/pwsportal. It includes the general session agenda, presentation tips, and a quick start guide to GoToWebinar.

GENERAL SESSION AGENDA

12:45 PM ET	Speakers are to login via a provided link
1:00 PM ET	Program begins with introduction and housekeeping by Christine
1:05 PM ET	Presentations
2:00 PM ET	Q&A moderated by Christine
2:30 PM ET	Final housekeeping and close by Christine

Q&A

All attendees are in listen-only mode. To ask a question, attendees type them in the GoToWebinar questions box. Christine receives the questions as they come in; they are not viewable to speakers.

Presentation Tips

- No more than four speakers
- Quality graphics are a plus – lots of text is a negative
- Refrain from imbedded video/audio because of quality issues – instead send as mp4 to us ahead of the session
- Polls conducted in session for attendees are available for use and encouraged – just ask for details

Speaker GoToWebinar Quick Start Guide

<https://support.logmeininc.com/gotowebinar/help/panelists-g2w010018>

AUDIENCE DEMOGRAPHICS

A typical session will attract ~300 attendees. The majority of our attendees are planners from across the US. Many are AICP who intend to record the session for continuing education credit. We see public sector planners, academics, students, private sector planners, nonprofit community groups and allied professionals such as architects and civil engineers.

QUESTIONS

Email the webcast director and moderator, Christine Dersi Davis, AICP at info@ohioplanning.org.