

Name of presenter:					
Name of presentation:					
Contact phone number:					
Email address:					
Website:					
Social media handles:					
AKA financial member?	Yes / No	History of complaints?	Yes / No	Marketing head shot photograph attached? Must be < 2mb, JPEG format	Yes / No
Webinar Details					
Synopsis of Presentation: include up to (max) 500 words to promote webinar					
Proposed webinar topic: provide main points from PowerPoint introduction and PowerPoint document as an attachment					
<ul style="list-style-type: none"> • 					
Mode of delivery for proposed webinar: eg. Skype / Zoom					
How will you deliver recorded webinar to registered participants (if applicable)?					
Marketing for Presenter					
Sign up URL: Provide landing page link to circulate to AKA members to opt in to webinar					
Biography: Provide a short biography (maximum 250 words) with up to 3 qualification references. This may include a URL to your detailed biography.					
Password: to access information within VIP areas of content.					

Disclaimer: Presenters please note that you are not permitted to promote your business, courses, products and/or services during your presentation. You are permitted the opportunity to include links to various aspects of your business, for example website and social media links above on **THE FINAL PAGE OF YOUR WEBINAR PRESENTATION ONLY.**

ADDITIONALLY, we suggest that you include your desired 'copy' (or word content) which AKA will utilise to market your webinar on behalf of the association.

Provision of handouts, tips and tricks or other material pertaining to your presentation is permitted to be branded with your business logo only. This can be sent in one of two ways:

- Upon registration, work sheets or other supporting material may be sent to the participant
- Post webinar recording link with supporting material can be sent as a single email.

Presenters please also note that you are **not permitted** to add **any** webinar participant to your business mailing lists for **any** purpose, including newsletters, future events or marketing.

The webinar committee will advise if amendments to your submission (or proposed PowerPoint) are required.