



ASHT Webinars – Speaker FAQs

Q: Do I have to be invited to present?

A: No! We are always looking for high-quality, evidence-based submissions that are relevant for our audience. Unsolicited applications are welcome. If you are unsure whether your topic would be of interest, e-mail a brief description to education@asht.org before submitting a full application. Prior to submission, please review the available topics in the webinar library to avoid duplication of an existing presentation.

Q: Do I have to be an ASHT member to apply and present?

A: No, you do not. However, for uninvited speakers who are therapists, we may give preference to applications from ASHT members.

Q: What materials do I need to submit with my application?

A: You must submit the completed application/planning form; a draft of your presentation in either PDF or PowerPoint format; 5 post-webinar multiple choice quiz questions; and a CV for each speaker. If your webinar is accepted, a headshot will also be requested for each speaker.

Q: Do I need to submit the final version of my presentation with my application?

A: We request a draft of your presentation that is adequate for the Education Division to evaluate its quality and relevance for our audience and the webinar format. Many initial submissions will undergo revisions.

Q: How long is the webinar?

A: Most ASHT webinars are 60 minutes in length including 45-50 minutes of presentation and 10-15 minutes of Q&A. If you require more time to effectively discuss your content, please reach out to the ASHT Education Division to discuss.

Q: How does the application process work?

A: After we receive your materials, they will be reviewed by the Education Division. You may be notified of acceptance or acceptance pending revisions. You may be asked to revise and resubmit for further review. Or we may regretfully decline your submission.

Q: How can I avoid common errors in my submission that require revision?

- A: - Make sure that you have strong objectives. Use action words from Bloom's taxonomy.
- Submit your PowerPoint presentation on the ASHT webinar template.
- Please follow photo attribution guidelines.
- Keep the length of the webinar in mind when preparing your application.

Q: When will I hear back about my application?

A: This will depend on the timing of your submission. It will generally take a few weeks and not usually more than 2 months.

Q: What happens if my webinar is accepted?

A: You will be asked to sign a speaker agreement. It is expected that you will make revisions to your application and/or presentation as requested. We will require the final version of your presentation in PowerPoint format so that it can be presented from another individual's computer in the event of a technical problem. However, only a PDF handout will be provided to attendees. Prior to the webinar, you will also participate in a tech check (*see related question*).

Q: What technology do I need to present?

A: You can use a PC or Mac computer. Technical specifications for the computer and Internet browser can be found at <https://www.gotomeeting.com/webinar/online-webinar-support>. **You cannot use an iPad.** You need a **stable internet connection**, such as cable modem, DSL, or better (1 Mbps or faster). Use of a jetpack or hotspot is not recommended. To enable the audio component of the presentation, you will need to use your computer audio, a headset with a microphone, or a telephone. For the clearest audio quality, we may ask you to try several audio options during the tech check. You do not need a webcam.

Q: Can I include videos, animations, and/or polls in my presentation?

A: Yes, but videos should ideally be embedded in the PowerPoint presentation. Contact us to discuss if you would like to incorporate polling software to increase interaction with attendees.

Q: What is the purpose of the tech check?

A: Before your presentation, a tech check will be set up to familiarize you with the GotoWebinar platform and to make sure that technical aspects of your presentation (e.g. embedded videos, animations) are functioning correctly. **Please use the same computer, internet connection, and phone/headset that you intend to use by the actual presentation.**

Q: How does the actual presentation work?

A: The presentation is a live audio presentation, and you will not be visible. You will be provided with a direct link to the webinar platform via e-mail. When you join the webinar, DO NOT select to "start the recording." An ASHT staff member will be in charge of starting the recording. The session will begin with a brief introduction by a moderator. You will then be invited to share your own computer screen with attendees. **You will use PowerPoint in slide show mode to present. You cannot use presenter mode.** Your PowerPoint presentation should be on your screen before you click to share your screen. For optimal quality, it is recommended that you close all the other programs on your computer while you are presenting. It is also recommended that you pause desktop pop-up notifications (e.g. from Facebook). You will be given the option to call in with a designated number that will be provided to you or to use your computer audio. For the Q&A session, the moderator will ask you questions that have been typed into the question box by attendees. Additional details will be reviewed during the tech check.

Q: Where can I obtain additional technical information about the webinar platform?

A: http://www.joingotomeeting.com/fec/webinar/webinar_support

Additional questions? E-mail the ASHT Education Division at education@asht.org.