

Webinar Development Timeline

Webinar series schedule will follow the traditional academic year, running from **September 1 – August 31**. Therefore, in order to ensure appropriate promotion opportunities and preparation time, the Series Topics must be determined by **June 1**.

Process Timeline

By **October 1**

- ✓ EO liaison will compile and present to the Webinar Advisory Board (WAB) a list of Webinar participants' topic suggestions from the previous year (collected via the Webinar Evaluation survey mechanism), so WAB can begin reviewing.
- ✓ EO liaison will compile and present to WAB a list of topic suggestions from the general membership (collection via <http://www.nacada.ksu.edu/Forms/webinarsuggestion.htm>)
- ✓ EO liaison will also make sure list of Best of Region presentations from previous spring has been made available to WAB .

During Annual Conference, Commission and Interest Group (CIG) Chairs should request Webinar topic suggestions during their CIG group meetings. These suggestions should be forwarded to the WAB Chair by **November 15**.

By **November 15**

- EO liaison will compile and present to WAB a "Conference Presentation Popularity" list, to include information on all Annual Conference presentations that attracted 50 or more attendees. WAB will request any additional information required to make its recommendations.

By **January 10**, WAB will give list of recommended general topics to Management Team (MT) to review.

By **January 25**, MT will decide on Webinar topics.

By **February 1**, EO Liaison will post Request for Presenter Proposals (RFP) to NACADA Web site; RFP will be announced in February Member Highlights.

April 1 – deadline for Presenter Proposals

April 1- May 15 – MT will review proposals and choose potential Presenters

May 15- June 1 – Potential Presenters will be contacted and contracts signed

June 1 – MT will announce series schedule for following year

July 1 – Series Titles will be posted to the NACADA Web site by the EO liaison

August 1 – Individual Webinar Web pages will be posted.