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| **Local Services**  **Webinar Information Form** |  |

Please complete the following form and send it to our Local Services Team at

[**branchsectionevents@bda.org**.](mailto:branchsectionevents@bda.org) If you have any questions please call **020 7563 4590**.

# Branch / Section / Division / Young Dentist Group:

**Webinar name:**

**Date of Webinar:**

**Timings of Webinar**

Start time -

Finish time -

**Prices:**

Our webinar licence can accept up to 500 participants. In order to accommodate as many members as possible, we suggest a one-hour webinar is offered free to BDA members, £15 to DCPs and £25 to non-member dentists.

Please confirm your prices:

BDA members:

Non-member dentists:

DCPs:

# Number of CPD hours:

We wouldn’t recommend more than 60-90 minutes worth of CPD per webinar, and this is to include time for questions at the end. This keeps the information succinct and will keep the audience interested.

# PLEASE NOTE: We need development outcomes, aims, learning objectives and learning content for each speaker if you are organising a webinar with more than one speaker on different topics.

**Development outcome/s:**

**(please indicate which letter/s the content relates to – ie: A B C D)**

Click here for more information about CPD and Development outcomes

<https://www.gdc-uk.org/education-cpd/cpd/enhanced-cpd-scheme-2018>

**PLEASE NOTE**: The aims, learning objectives and learning content each have a character limit of 400 (letters and spaces), so it fits within our CPD certificate template.

**Aims:**

Overview of what the activity will achieve.

Maximum of 400 characters (letters and spaces, not words).

# Learning objectives:

Maximum of 400 characters (letters and spaces, not words).

# Should fulfill the aim. By the end of this activity, the participant should be able to…

**Learning content:**

Maximum of 400 characters (letters and spaces, not words).

A short summary of the content of the lecture.

**Will the speaker be showing videos as part of their presentation?**

Video’s cannot be embedded in a PowerPoint presentation due to playback time lag and sometimes a mismatch between sound and image. If the speaker wishes to play videos with sound as part of the presentation please state below and how many (we recommend a maximum of four) These need to be sent to the Local Services Team a week before the webinar and in an MP4 format.

**Does the speaker wish to have ‘polls’ as part of their presentation?**

Please note that there is a character limit to the questions and the multiple choice answers. For the questions this is limited to 128 characters and the answers are limited to 60 characters. You can have up to 5 answers for each poll question. And overall we recommend no more than 10 poll questions.

**CPD survey questions:**

Please can the speaker supply two questions (with answers) which we can use for the CPD survey at the end of the webinar to validate attendance.

We need two questions, preferably with multiple choice answers, related to the presentation content. Please advise which one is the correct answer. The questions can each contain up to 510 characters and each answer option can contain a maximum of 128 characters.

# Speaker(s):

# Name:

GDC number (if applicable):

**Speaker’s mobile number:**

This is so we can liaise with them by WhatsApp or text on day of webinar

**Speaker’s email address:**

**Speaker biography** (no more than 75-100 words)**:**

**Speaker photo** (please attach to email)**:**

# Chair / Host (the person who will introduce the speaker and the webinar on the night):

# Name:

GDC number (if applicable):

**Chair / Host’s mobile number:**

This is so we can liaise with them by WhatsApp or text on day of webinar

**Chair / Host’s email address:**

**Webinar technical check**

Each webinar requires a technical check with the BDA Local Services team, the speaker, and a nominated Branch or Section officer who we suggest would be the Chair of the webinar. This is to ensure the speaker and Chair are familiar with the GoToWebinar technology and to check sound quality.

The rehearsal needs to be scheduled at least a week before the webinar is due to take place so that there is enough time to troubleshoot should there be any issues.

Please advise us of when you would like the rehearsal to take place so we can add it to our schedule.

**Sponsors and exhibitors**

**Please provide the name of the company/companies exhibiting at or sponsoring the event/webinar (if applicable)**

**Any text / company information you want us to include on the web page and/or a powerpoint slide during the introduction of the webinar:**

**Logo/s** (if applicable). Please attach to email

**Joint webinar?**

**Do you intend to run this webinar alongside another organisation** (such as a deanery or LDC)**?**

If so, please state who the other organisation is and what their role is - it may be necessary to organise a data agreement with the other organisation, especially if data is required to be shared between both parties.

**Webinar contact:**

**Please provide name and email address** (if we have any questions)**:**

Please return to: **Local Services Team –** [**branchsectionevents@bda.org**](mailto:branchsectionevents@bda.org)