

# AAPM WEBINAR REQUEST FORM

*Please use the Fill & Sign feature to complete all fields. For instructions/details see: <https://helpx.adobe.com/reader/using/fill-and-sign.html>*

The Specialty Meeting Oversight Subcommittee (SMOSC) has been tasked to review requests for all proposed webinars with the primary purpose of ensuring proposed webinars:

1. Present relevant and timely topics without conflict or duplication,
2. Are scheduled to best utilize staff resources

A webinar is different from a virtual specialty meeting in the following ways:

- A webinar is 2 hours or less in duration on a single topic
- A webinar series is a single topic string of webinars with a defined beginning and end date with no more than one webinar presented per week.
- A webinar does not have breakout rooms.
- No continuing education credit (CAMPEP or SAM) is offered for the content.

## SUBMISSION PROCESS

### PART 1: CONCEPT APPROVAL

Prior to submitting the request to the SMOSC, applicants must first have approval for the concept of the proposed webinar from one of the following AAPM entities:

- Administrative Council
- Education Council
- International Council
- Professional Council
- Science Council
- Board of Directors
- Executive Committee

Forward the completed form to the chairperson of the approving entity for review/approval. .

### PART 2: SUBMISSION INSTRUCTIONS

After approval of the concept has been granted, forward completed form as directed.

The request will be reviewed by the SMOSC.

Applicant will be notified with a determination within 2 weeks of the receipt of the request.

Submit to:

AAPM Specialty Meeting Oversight Subcommittee (SMOSC)

C/O Karen MacFarland

Email: [karen@aapm.org](mailto:karen@aapm.org)

**PROGRAM INFORMATION**

**PRE-APPROVAL INFORMATION**

Appropriate information regarding the proposed meeting has been reviewed and the concept approved by the following AAPM entity:

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Council | <input type="checkbox"/> Education Council   |
| <input type="checkbox"/> International Council  | <input type="checkbox"/> Science Council     |
| <input type="checkbox"/> Professional Council   | <input type="checkbox"/> Executive Committee |
| <input type="checkbox"/> Board of Directors     |  |

I confirm the indicated group approved this proposal.

**PRIMARY CONTACT/AAPM MEMBER WEBINAR ORGANIZER:**

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

If the concept for the webinar is approved, staff will be assigned to assist with webinar organization, registration, scheduling of practice run for webinar speakers, and to provide technical support during the live webinar.

**PROPOSED WEBINAR TOPIC**

Title: \_\_\_\_\_

Describe the purpose of the webinar:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this be a one-time webinar, or a series of webinars? If a series, how many total webinars are anticipated and what is the anticipated frequency?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Audience:

- AAPM Members Only     Physicists     Technologists     Engineers     Dosimetrist

**PREFERRED DATES**

Webinars can only be scheduled on the 2nd or 4th Tuesday or Thursday of each month. Please list top three date choices:

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

**PROPOSED OUTLINE AND SPEAKERS**

Provide the outline of speakers and presentations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_