

Creating a **WEBINAR**

1



PROPOSAL SUBMISSION

Applicant/AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal

2



OVERVIEW WITH EDUCATION TEAM

Phone or email conversation with AAAAI Education Team to confirm course details, plans and needs

3



CME APPROVAL

Education team submits the proposal to the Continuing Certification and Professional Education (CCPE) for initial approval. This includes a disclosure review of planning committee, moderator(s) and presenter(s).

4



CONTENT DEVELOPMENT

Webinar faculty develop content/presentation for the live webinar

5



MARKETING OF EVENT

Staff Liaison works with AAAAI Communications team to publicize the activity with AAAAI Membership

6



PRE-WEBINAR TECHNICAL MEETING

Webinar Moderator and Faculty meeting with AAAAI Staff Liaison to troubleshoot any technical issues and answer any questions

7



LIVE WEBINAR

Staff Liaison starts live webinar, Moderator introduces topic and presenters, Faculty presents the content and answers questions (facilitated by the Moderator)

8



RECORDING (optional)

AAAAI Staff Liaison records live webinar.

9



PUBLICATION

Course is built and published in the AAAAI Continuing Education Center. Includes credit claiming for the live webinar and distribution of the webinar recording to if applicable.

10



OUTCOMES ASSESSMENT

Education team and AAAAI staff liaison can provide evaluation details, as needed.

