Webinar Reservation

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| --- | --- | --- | --- | --- | --- |
| **Date of Seminar:**  (Must be scheduled 6 weeks from the date the Reservation Form is submitted.) |  | **Start Time:** *Est time* |  | **End time:** *Est time* |  |

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| --- | --- |
| **Staff Webinar lead and Division Manager:** |  |
| **Webinar Title:** |  |
| **Copyright Release:** | **□ Yes □ No** - Please check – refer to attached *Publisher License Agreement Form* |
| **Marketing and sponsorship:** | **□ Yes □ No** - Are there specific Companies that have been supportive of your research and efforts that would be a good match for us to approach for sponsorship?  Are there any potential sponsors (or types of companies) we should be aware of that would present a conflict?  The webinar will be marketed and promoted by TAPPI. It will also be solicited for sponsorship. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Speaker:** |  | | **Company:** | |  | | | | | |
| **Address:** |  | | | | | | | | | |
| **City:** |  | **State:** |  | **Country:** | | |  | | **Postal Code:** |  |
| **Email:** |  | | | | | **Phone Number:** | |  | | |

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| **Seminar Overview/Abstract (100-175 words):** |
|  |
| **Keywords (at least 5):** |

|  |  |
| --- | --- |
| **Audience (Who Should Attend?):** | |
| **Typical Job Titles** | Type of Company |
|  |  |
|  |  |

**Level of content:**  **Introduction**  **Intermediate**  **Advanced**

**Other comments:** **Intermediate/Advanced**

**Learning outcomes (see last page to understand how to write learning outcomes):**

Upon satisfactory completion of this seminar, participants should be able to:

1)      

**Knowledge**

**Application**

**Evaluation**

2)

**What Divisions and Committees are you apart of?**

**Which Divisions and Committees should attend?**

**Can we tag you on social media? (We also encourage you to share TAPPI’s post.)**

**□ Yes □ No**

**Total length of webinar (usually 60 minutes):** 60 minutes

**By participating in this webinar as a speaker, I give TAPPI permission to post this webinar on the TAPPI website and other web outlets.**

**My presentation will be in compliance with the TAPPI antitrust policy. I will submit a copy of my presentation for review 3 weeks prior to my webinar.**

**I accept**

**Speakers: Attach Bio and headshot to this form and return it to webinars@tappi.org.**

**Suggested Verbs for Use in Each Level of Thinking Skills**

For quality purposes, a set of **suggested verbs** should be used in writing Learning Outcomes. These verbs will assure that you are writing a statement that will lead to an appropriate result.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Knowledge** | **Comprehension** | **Application** | **Analysis** | **Synthesis** | **Evaluation** |
| count  define  describes  draw  identify  labels  list  match  name  outlines  point  quote  read  recall  recite  recognize  record  repeat  reproduces  selects  state  write | associate  compute  convert  defend  discuss  distinguish  estimate  explain  extend  extrapolate  generalize  give examples  infer  paraphrase  predict  rewrite  summarize | add  apply  calculate  classify  complete  compute  demonstrate  discover  divide  examine  graph  interpolate  interpret  manipulate  modify  multiply  operate  prepare  produce  show  solve  subtract  translate  use | analyze  arrange  breakdown  combine  design  detect  develop  diagram  differentiate  discriminate  illustrate  infer  outline  point out  relate  select  separate  subdivide  utilize | categorize  combine  compile  compose  create  derive  design  devise  explain  generate  group  integrate  modify  order  organize  plan  prescribe  propose  rearrange  reconstruct  relate  reorganize  revise  rewrite  summarize  transform  specify | appraise  assess  compare  conclude  contrast  criticize  critique  determine  grade  interpret  judge  justify  measure  rank  rate  support  test |

**Learning Outcomes** are statements of what participants should know or be able to do at the conclusion of your seminar. They should begin with the phrase: **“Upon satisfactory completion of this seminar, participants should be able to …”**

**Will this webinar be eligible for Continuing Education Units (CEUs) for the audience?**

**□ Yes □ No**

If yes, please complete the CEU checklist provided by the webinar coordinator. In post-production, the webinar coordinator will establish a survey for attendees to complete in order to receive the certificate for Continuing Education Units.

From: *The Continuing Education Guide: The CEU and Other Professional Development Criteria* by Louis Phillips. Kendally/Hunt Publishing Company, Dubuque, IA. Reprinted with the permission of the author.

**Examples of Good Learning Outcomes from TAPPI Short Courses**

**Upon satisfactory completion of this course, you should be able to:**

**Knowledge**

**Comprehension**

**Application**

**Analysis**

**Synthesis**

**Evaluation**

**Post Webinar Marketing**

Is this webinar recording approved to be posted in the TAPPI website?

**□ Yes □ No**

Will the presentation be approved to be shared in PDF format on the TAPPI website?

**□ Yes □ No**