**MASTERCLASS WEBINAR SERIES**

**Expression of Interest: Guidelines**

**Presentation information**

* Presentations should be a maximum of 40 minute presentation for a 1 hour webinar.
* PowerPoint presentations should be kept simple. Do not embed videos or URLs into slides. Avoid using animation or sounds for slide changes. Not everyone will be running on high quality Internet speed. Simple slides reduce bandwidth issues. You can use a “handout” that can be circulated prior to the session for participants to refer to.
* PowerPoint slides must be submitted to HASSFutures for approval no later than one week prior to the presentation.
* Presenter/s need to be available for a 30 minute practice session at a convenient time at least 2 days before the Masterclass is scheduled to ensure that all presenters are familiar with the technology.

**Privacy**

By making a presentation submission, you are actively giving HASSFutures permission to keep your details on file and a recording of the webinar in archive and accessible by the HASSFutures network.

**Opportunities for promotion of tools and services**

Please note that HASSfutures Masterclass Webinars are not appropriate for sales promotions. Webinars are largely informative in nature, providing practical tools and strategies designed so that participants can adopt and use immediately.

**Presentation Agreement**

If your proposal is accepted by HASSfutures, presenters must guarantee that they are the sole proprietor of this material, and that no property rights or copyrights belonging to any other person exist. You further agree to deliver in advance to the webinar the proposed session materials. No fees or reimbursement of expenses will be paid by HASSfutures for selected proposals.

**Expression of Interest Form**

**Presenter Details**

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| **Name/s:** |  |
| **Position/s:** |  |
| **Organization:** |  |
| **Telephone:** | **:** |
| **Email:** |  |

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| **Masterclass Details** |
| **Topic Area:** |
| **Proposed Title:** |
| **Masterclass Outline** (max. 300 words)  *Provide an outline/ brief blurb about what the webinar will cover, including:*   * *Learning objectives* * *Learning outcomes* * *Learning activities* |
| **Presenter Biography** (max. 75 words) |
| Please indicate a preferred masterclass scheduling (month, day, time of day.) |
|  |

Please your completed form to [deanne.gannaway@hassfutures.org](mailto:Deanne.gannaway@hassfutures.org) along with a headshot photo of the presenter/s.