



Session Proposals for Year-round Webinars

Accepted on a rolling basis year-round as received.

Plan for 8 weeks between proposing a webinar and (if accepted) it being presented. Webinars are typically not scheduled during the last 8 weeks leading up to the annual meeting.

How to Submit a Webinar Proposal

ASPET welcomes a variety of content for our webinars including scientific talks, career development, educator resources, science policy and advocacy themes, hands-on demonstrations, workshops, and networking opportunities.

Where to Start

New webinars can be proposed through ASPET [divisions](#) or [committees](#). We encourage you to reach out to them through [ASPETConnect](#) to share your ideas for single webinars or a webinar series. You do not need to be on a committee or in division leadership in order to chair or speak at a webinar, but all proposals must have their endorsement before being submitted for Program Committee review and approval.

If you have any trouble connecting with division and committee leaders, please contact staff at meetings@aspet.org for assistance.

Preview of Proposal Form

The following information is requested in the webinar Proposal Form which is available through the division/committee endorsing your webinar.

- 1) **Division / committee name**
- 2) **Name and email** of the member spearheading the proposal and if accepted, who will organize the session
- 3) **Title of the session**
- 4) **Description of the session content including objectives** (150 words or less)
- 5) **Format** (talks with Q&A, demonstrations, breakouts, networking)
- 6) **Description of format** (how do you specifically plan to use the time including how to engage the audience members)
- 7) **Names of members committed to participate** (for example, if you are proposing a webinar, please list speaker names/talk titles. If proposing a Meet-the-Expert or interview format, list VIP and moderator names. If using breakout rooms, list facilitator names/topics.)
- 8) **Date/Time restrictions** - If the proposal is selected, staff will reach out to you to confirm a date/time. The most successful times are Tuesdays/Wednesdays/Thursdays, for one-hour from 12:00 pm ET – 4:00 pm ET. If you or the participants have any known date/time restrictions, please list. You can expect it to take at least 8 weeks from submission of proposal until webinar date.

Submitting a proposal does not guarantee acceptance.

By agreeing to participate in the ASPET Focus on Pharmacology series all participants agree to be recorded for distribution on-demand to ASPET members and for possible ASPET promotional materials.

Tips for a Strong Proposal

The Program Committee looks for a variety of topics of interest to members. They expect the same high-quality science and education that is delivered at the annual meeting. Cutting-edge and timely topics are encouraged. They look for diversity of speakers within a session and that chairs/speakers are not repeated in multiple webinars. They like sessions that include the involvement of young scientists on the program.

Session Format

All Focus on Pharmacology webinars are scheduled for one-hour. However, content for any lecture-style webinars should be limited to 30-40 minutes of talks to leave time for gathering, housekeeping announcements, and Q&A with speakers. Programs will be broadcast at a specific day/time and then recorded for on-demand viewing available within a week after the session.

All speakers and moderators will be required to participate in a rehearsal in advance.

Webinars are available for ASPET members. Organizers who wish to open up the webinar to non-members should include that request with an explanation when they submit their proposal.

FORMAT OPTIONS	IDEAS FOR USING IT
Zoom Webinar All attendees are view-only (muted and no video)	Short talks or long lectures with Q&A
	Interviews with VIPs or facilitated panel interviews
	Debates on controversial topics with audience voting on most compelling argument
	Lab tours / demonstrations of procedures/techniques
	Ask Me Anything or Meet-the-Expert – VIP guests available to respond to questions or provide advice on session's topic
Zoom Meetings If use breakout rooms, each room must have own moderator.	Audience Engagement Options: --Polling / surveys --Chat feature --Collect questions with attendees upvoting most popular questions --Elevate an audience member to the speaker panel so everyone can see them and they can ask their question verbally --Start discussion about topic in ASPETConnect week prior --Surprise VIP guest
	Case studies with audience discussing solutions in small group breakout rooms before hearing actual outcome
	Breakout rooms for brainstorming / problem solving / tip sharing / poster discussions
	Mentoring in small groups in breakout rooms
	Networking / social happy hours
Journal article discussions – Post links to specific ASPET journal article in the session description and have group discussion of article during the webinar	

Other formats, lengths, and models can also be considered.

How does a Session Get Selected for Focus on Pharmacology

Once the webinar idea has been endorsed by an ASPET committee or division and submitted on the proposal form, staff sends it next to the Program Committee for their approval. The Program Committee can accept, reject or send the proposal back for revisions based on their feedback. A majority vote of the committee is needed to accept a proposal.

Timeline

Proposals are accepted on a rolling basis. Plan for approximately 8 weeks between proposing a webinar and it being presented (if accepted). Within about 7-10 days after Program Committee acceptance, staff will reach out to the submitter to work with you on a mutually agreeable date and time for the webinar. Webinars are typically not scheduled during the last 8 weeks leading up to the annual meeting.

Responsibilities of Webinar Chairs/Organizers

Webinar chairs/organizers are expected to:

- Invite and confirm participation of all co-chairs and speakers
- Write a session description that can be used for promotion of the session
- Collect speaker talk titles (if applicable to the webinar format)
- Outline the flow and timing of the session
- Invite any non-member speakers or co-chairs to join ASPET
- Spread the word about the webinar in their network
- Participate in a rehearsal at a mutually agreeable time about a week in advance of the webinar
- Log-in to the webinar 30-minutes prior to the published start time for a technical check
- Introduce all speakers
- Moderate question and answer periods
- Prepare questions for speakers in case audience is slow to start asking
- Ensure the session ends on time

ASPET staff will handle registration, marketing, all Zoom technology, scheduling rehearsals and webinars at mutually agreeable times for participants, calendar holds for speakers/chairs, reminders to registrants about the upcoming session, providing a 2-minute housekeeping introduction to start the session and a 1-minute conclusion thanking the speakers and promoting upcoming webinars, recording the session and posting it in *ASPETConnect* after the webinar.

Financial Assistance from ASPET

ASPET maintains a Zoom Webinar platform license for use to present Focus on Pharmacology sessions. There is no cost to the chairs, organizers, or speakers for use of ASPET's license nor for the staff time expended to organize and run the webinar as described above.

No honoraria are provided for speakers or chairs. All participants must use their own computer equipment that includes a camera and microphone if they will be speaking.