



INTERNATIONAL BAR ASSOCIATION

Webinar Proposal Form

Please complete all fields where possible and return to editor@int-bar.org.

Timing

Preferred date: <i>Date subject to approval from IBA Senior Management and must be at least EIGHT weeks from the submission of this proposal.</i>	
Preferred time of day (BST/GMT): <i>To encompass EMA, North America and some areas of Asia, the recommended time is 1300 UK time, unless you have a specific audience in mind with a different time zone.</i>	
Length of webinar proposed: <i>The optimum time is 60 minutes as we have seen a rapid drop off after this amount of time.</i>	<input type="checkbox"/> 60 Minutes <input type="checkbox"/> Other (please specify) <input type="checkbox"/>

Registration fees

Registration fees: <i>Webinars by Legal Practice Division committees and the Law Firm Management Committee will be subject to registration fees for non-IBA members. If there is deemed to be a need for a registration fee in other cases this will be discussed.</i>	<ul style="list-style-type: none">• IBA Members - No charge• Non-Members - £45 + VAT (if applicable) (LPD committees and Law Firm Management Committee webinars only)
--	--

Subject matter

Title of webinar:	
Description: <i>(Please provide 1-2 paragraphs and/or 3-5 bullet points describing the topic and what angle it will cover)</i>	
Participants: <i>(Please supply the name, law firm/company, and city for each speaker. Please take into account length of webinar with amount of panellists to ensure there is enough time for each. Generally only a single speaker from any given firm will be allowed. The panel must include gender diversity and be geographically diverse, ie, the entire panel should not all be from one continent. Exceptions may be made on specific topics)</i>	
Confirmed participating committees: <i>(Please list any IBA committees that have confirmed their participation in this event.)</i>	
Reason for webinar: <i>(Please describe your reasons for choosing this topic. This will help with promotion of the event.)</i>	

Audience

Do you view the target audience to be primarily local to one country/region, or does it have international appeal? Please explain.	
Who do you view as the target audience? Please be as specific as you can in terms of areas of practice, type of practice, etc.	
How many audience members do you believe it will attract? <i>(The maximum number on the current platform is 1000.)</i>	

Marketing

Will you have the support of any relevant local or national bar to assist the IBA to promote the webinar? Please explain.	
Will you have the agreement of any other organisation to assist the IBA in publicising the webinar? Please explain.	
While IBA staff will market the webinar to existing membership and other previously established channels, it will rely entirely on your input for detailed information on the target market and for access to that market outside the membership. Please indicate any mailing lists to which you have access or any specialist journals which may be useful for marketing:	

Format

<p>Webinars have the following to allow attendee participation during the live broadcast:</p> <p>Chat Box – attendees can post comments visible to all</p> <p>Q&A Box – attendees can post questions to panellists, only visible to that attendee and the panellists who can decide which questions to address</p> <p>Either or both options can be utilised within a webinar however If this function is required, the moderator (or their representative) would be responsible for monitoring comments and raising any relevant questions with the panel.)</p>	<p><input type="checkbox"/> We would like to use the Chat Box function</p> <p><input type="checkbox"/> We would like to use the Q&A Box function</p> <p><input type="checkbox"/> We would like to use both of the above</p>
<p>Networking:</p> <p>If you require networking post-webinar, please note that this requires the whole webinar to be set up in a 'meeting' style on Zoom, with implications for the webinar functions available. IBA staff will discuss with you the available networking options if you indicate your interest here.</p>	<p><input type="checkbox"/> I am interested</p> <p><input type="checkbox"/> I am not interested</p>
<p>Please confirm that all panellists have access to high quality web streaming equipment (video and audio) and a reliable internet connection. It is also useful to have technical support from their firm/company on standby.</p>	

Please note that all information above must be provided in order for the IBA to schedule and market a webinar. If the form is not complete when received, it will be returned to you for completion before any work begins at the IBA.

Proposal completed by (name)	
On behalf of (committee)	
Date	

The personal data entered on this form will be processed and held in accordance with the IBA Privacy Policy.
www.ibanet.org/web-privacy-policy.aspx