

# Presenter Timeline Profesional Telehealth Webinars

When things are Due!

S	Μ	Т	W	Т	F	S
	45					
	45					

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	45					
	45		21			
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Southeastern American Indian Cancer Health Equity Partnership (SAICEP)

Patient Centered Care (PCC)

Advanced Practice Provider (APP)

**Research to Practice (R2P)** 

## **Initial Contact**

Invitation

- Our invitation for you to speak
- Fill out and sign a formal presenter agreement

#### 45 Days Before Webinar – Accreditation Form(s) and CV

- Fill out the planning document title, description, and learning objectives
- Send us a current CV
- Send us a short bio

#### 21 Days Before Webinar — Presentation Due for Accreditation

- Email your draft presentation file Powerpoint or Keynote
- Include a list of citations used in the presentation

For more, read our guide <u>Preparing the</u> <u>Presentation File</u>.

### 1 Day before the Webinar

- Final Presentation Due
  - Email your final presentation file Powerpoint or Keynote

#### **Day of Webinar**

- Reminders
  - Please wear solid colors! Video hates clothes with vertical stripes

For more, read our guide <u>Preparing for the</u> <u>Camera</u>.

- Connect using Zoom 15 minutes before air time We will send you a link
- Call (919) 445-1000 with any questions