

FLORIDA STATE GENEALOGICAL SOCIETY

Webinar Request Form

This form is fillable. Please complete the information, save it and then email to trustee3@flsgs.org.

Society Name:

Society Contact Person:

Society Contact Email:

Please specify the URL where we can get your society logo

OR mail it to FSGS at trustee3@flsgs.org

Webinar Title:

Webinar Summary:

Date:

Start Time:

End Time:

TimeZone:

Make sure to be connected at least 30 minutes before the webinar starts.

Presenter's Name:

Presenter's Title:

Presenter's Company:

Presenter's Email Address:

Please specify the URL where we can get the presenter's photo

OR mail it to FSGS at trustee3@flsgs.org

Do you need technical help to manage the webinar?

Yes

No

Society Webmaster or Tech Person info (will receive a panelist invitation to the webinar):

Name:

Email Address:

Are you planning to record the webinar? You must have the
Speaker's permission in writing.

Yes

No

If YES, do you agree to make the recording available via FSGS
to other FSGS member societies? You must have the Speaker's
permission in writing.

Yes

No

What type of webinar are you planning?

Society Board meeting

Speaker at the venue with a
home audience

Speaker at home to broadcast only at the venue

Speaker at home to broadcast at venue and to a
home audience

Speaker at home to broadcast to a home audience

Make sure to schedule a test run with your tech person a couple of days before the webinar, preferably using the same computer to be used at the meeting.

FSGS Use Only:

GTW setup:

Org/Mod:

Form sent to Org/Mod:

Society Notified:

Practice:

Handout posted: