



EDUCATIONAL WEBINAR SPONSORSHIP APPLICATION

Sponsor Organization:			
Contact Name:		Contact Phone:	
Contact Title:		Contact Email:	
Presentation Title:		Length of Presentation:	
Proposed Dates:		Proposed Times:	

Has this <i>same presentation title, abstract and objectives</i> been presented with continuing education credits within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes:	
		When:	
		Where:	
		CE Credits given:	

Disclose any potential conflicts of interest in the relationship of the presenter or sponsoring organization that may reflect as a vested interest or possible bias in the presentation content and purpose.	
Please share any additional information about the presentation you feel would be beneficial in selecting your topic for a webinar.	

Terms and Conditions

PRESENTATION MATERIALS

- Sponsor agrees to provide the presentation information to CMSA **6-8 weeks prior** to the scheduled webinar date.
 - Presentation Title
 - Learning Objectives (3-4)
 - Abstract
 - ALL speaker names, titles, bios/CVs, emails, and headshots
 - 10 Post-Test Questions (*For presentations that include social work content.*)
- Sponsor agrees to provide a final PowerPoint deck **no later than 2 weeks prior** to the presentation date to CMSA.
*Final slide deck must include a bibliography or reference list on the last slide prior to Q&A.
 Additionally, the final deck must contain a slide listing any disclosures, as well.*
- Sponsor understands that the presentation must be non-commercial and educational and may not contain any advertising, trade names, or product messaging.
- Sponsor understands that if presentation is product/service oriented that CMSA expects the presentation to focus on technologies being used in the field and not on a single product or service only offered by your organization.
- Sponsor understands that a company logo may only be included on a title slide.
- Sponsor understands that CMSA has the right to review and request revisions or reject slide material.
- Sponsor agrees to allow a handout version of presentation to be shared with attendees.
- Sponsor understands that CMSA has the right to review and edit title, content, and/or objectives of the abstract submission.
- Sponsor understands that CMSA cannot guarantee a specific number of registrants or attendees for this presentation.
- Sponsor understands that CMSA will not release attendee information at any time. Sponsor may include contact information in their slide presentation allowing attendee to contact them for more information.

CONTINUING EDUCATION CREDITS

- Sponsor understands approval of Continuing Education Credit is NOT guaranteed and that content may not meet the required approval process for one or more certification or licensure governing bodies. CMSA can provide guidance on content adjustments that may or may not enhance the opportunity to provide CE's, when appropriate.
- Sponsor understands that CMSA will not promote final webinar CE's until final approval has been received from licensure or certification bodies.
- Sponsor agrees to disclose any information about previous CE approvals on this program that might hinder CMSA from obtaining approval for continuing education.

WEBINAR PLATFORM

- Sponsor understands CMSA will provide access, manage setup and registration of a webinar platform, and provide moderation during the webinar presentation.
- Presenter(s) agrees to login to the webinar 20-30 minutes prior to the actual start time to ensure that all presenters are connected, have proper access, and ready to begin on-time.
- Presenter(s) may request a practice session to occur within 3-7 days prior to the webinar launch date.
- Sponsor understands that CMSA will maintain a recording of the presentation, audio and any visuals shared during the presentation; and make recording accessible to all CMSA members up to one year from original presentation date.

SPONSORSHIP FEE

- Sponsor agrees that full sponsorship payment must be received prior to the coordination and management of the webinar setup, promotions, application for CE's and other webinar requirements.
- Sponsor understands that in the event of a need to cancel, the organization may work with CMSA to review calendar for a future date option.
- Sponsor understands that refunds are not applicable.

HONORARIUM

- Sponsor understands there is no honorarium offered for this educational webinar.
- Sponsor understands that CMSA is under no obligation to pay for permission / license to record, reproduce, publish or distribute the recorded content and materials.

RISK

- Sponsor and speaker(s) agree to indemnify, hold harmless, and defend CMSA for any alleged liability resulting from his/her presentation, both verbal and written, including libel, slander, violation of copyright, or misstatement of fact.

ACCEPTANCE

To accept the Terms and Conditions above, please sign and send to mlee@parthenonmgmt.com.

Signature: _____

Print Name: _____

Date: _____

Submit Completed Application to:

Michele Lee, mlee@parthenonmgmt.com

NEXT STEPS:

- Staff will review the proposed webinar and dates.
- Upon review, staff will contact applicant to finalize program.
- Once final details are accepted, CMSA will invoice the sponsor.