



Sponsored by APA Chapters & Divisions

So, you're hosting a session with us! Here's a few things to know ...

INITIATING A SESSION

Select a Date

Visit www.ohioplanning.org/pwsportal to see a list of available dates. Once a date is selected, email info@ohioplanning.org to confirm the date.

Complete the Session Form

Once your date is confirmed, visit www.ohioplanning.org/pwsportal to complete the session submission form. We use this form to enter the session for CM credit on your behalf (be sure your CM Provider account is active for the year) and will create a Zoom registration link and post to www.ohioplanning.org/planningwebcast and www.facebook.com/planningwebcast.

Ensure CM Status

For us to submit your session for CM credit, your Chapter/Division must have an active CM Provider account. Visit www.planning.org/cm/provider to check the status and renew or contact [Alisa Moore](#) at APA National who can assist.

LOGISTICS

Week Before Session

A week before the session, we will contact all speakers to conduct a tech check (~15 minutes) to review the agenda and Zoom software.

Day of Session

We will open and close the session, provide all tech support and facilitate the Q&A.

After Session

All sessions are recorded and posted to www.youtube.com/planningwebcast. Post reports are available to coordinators and panelists upon request.

SPEAKER REQUIREMENTS

Speakers are required to have a computer, internet, a telephone or microphone, webcam and a PowerPoint (or the like) presentation if applicable.

A welcome by the host Chapter or Division is always available. Unless conducted within this introduction by the host Chapter or Division, we suggest self-introductions of speakers.

An informational guide for speakers is available at www.ohioplanning.org/pwsportal.

GENERAL SESSION AGENDA

12:45 PM ET	Speakers are to login via a provided link
1:00 PM ET	Program begins with introduction and housekeeping by Christine
1:05 PM ET	Presentations
2:00 PM ET	Q&A moderated by Christine
2:30 PM ET	Final housekeeping and close by Christine

Q&A

All attendees are in listen-only mode. To ask a question, attendees type them in the Zoom questions box. Christine receives the questions as they come in; they are not viewable to speakers.

Presentation Tips

- No more than four speakers
- Quality graphics are a plus – lots of text is a negative
- Refrain from imbedded video/audio because of quality issues – instead send as mp4 to us ahead of the session
- Polls conducted in session for attendees are available for use and encouraged – just ask for details

AUDIENCE DEMOGRAPHICS

A typical session will attract ~400 attendees. The majority of our attendees are planners from across the US. Many are AICP who intend to record the session for continuing education credit. We see public sector planners, academics, students, private sector planners, nonprofit community groups and allied professionals such as architects and civil engineers.

QUESTIONS

Email the webcast director and moderator, Christine Dersi Davis, AICP at info@ohioplanning.org.