



## Overview

The FMEA webinar training program is a service that provides FMEA Utility and Associate Members with high-quality education and training without leaving the office. The webinar training program offers a broad range of industry-related training programs and roundtable discussion meetings to help keep participants up-to-date on the latest legislative activity, industry best-practices, customer service, billing and collection trends, industry safety requirements and other topics.

Webinar participants gain insight and knowledge to help them in their careers and assist their electric utilities. As a webinar presenter you will be a part of this educational initiative to electric utility professionals.

FMEA Associate and Utility Members are invited to submit a Webinar Presentation Proposal. Please complete the proposal forms online or submit your proposal via e-mail or fax to Cheryl Anderson, Director of Training and Member Services, [canderson@publicpower.com](mailto:canderson@publicpower.com), 786-242-6311 (fax). Contact information for each speaker must be provided and each speaker must agree to the Webinars Presenter Agreement form. The designated presenter(s) must be available on the agreed upon webinar date.

## What is an FMEA webinar?

An FMEA webinar is a virtual program presented LIVE on the Internet using a PowerPoint presentation for the visual part and a land-line telephone connection to provide a high-quality audio portion. (Cell phone use is not permitted).

## How long does a webinar last?

FMEA offers 60-90 minute webinars, including Q & A. Presenters should allow 10 - 15 minutes for the question and answer segments. For programs longer than 90 minutes the presentation will be divided into two sessions, or a series offered over a scheduled period of time.

## What are the presenter's responsibilities?

1. Complete the Webinar Presenter Agreement and Webinar Proposal Form (PDF) or online form and submit it to FMEA.
2. Provide a PowerPoint presentation for review at least four (4) weeks in advance of the webinar date. This will allow for adequate promotion of the webinar.
3. Submit to FMEA the requested changes and modifications to the presentation. These changes must be incorporated prior to the webinar date, once the presentation is approved. No further changes can be made to the presentation without further approval from FMEA.
4. Participate in at least one training session for the webinar. The presenter's PowerPoint presentation will be used during the training to review the logistics and procedures for the webinar.
5. The presenter should use a quiet room, a computer with Internet capabilities and a landline phone connection to present the webinar.
6. Presentations must NOT be a sales pitch. The material should discuss industry-related trends and issues. Selling a particular product is not permitted.



Florida Municipal Electric Association  
**Webinar Presenter Information Packet**

Ongoing Call for Papers

## **What does FMEA provide?**

1. FMEA provides the webinar service, all marketing and promotional materials for the webinar, and all logistical and technical support to ensure a successful webinar.
2. FMEA staff will handle the technical aspects of the webinar including training the speaker and assisting with the LIVE webinar presentation.
3. FMEA staff will be on the LIVE presentation to facilitate the discussion and ensure the highest quality webinar.
4. FMEA staff is available to help you. Please contact Cheryl Anderson, Director of Training and Member Services, at [canderson@publicpower.com](mailto:canderson@publicpower.com) or 850-251-5465.



Florida Municipal Electric Association  
Webinar Presenter Agreement

This agreement is required for each speaker before a webinar can be delivered.

Speaker: \_\_\_\_\_

Webinar Title: \_\_\_\_\_

Proposed date: \_\_\_\_\_

- Presenters shall not be entitled to any reimbursement or honorarium unless previously agreed upon in writing.
- Presenters are an FMEA utility or associate member (unless otherwise approved).
- Webinar presentations must be submitted in the form of a PowerPoint within an FMEA template. Presentations must be received at least four (4) weeks prior to the scheduled webinar date.
- The presentation is subject to review and changes by FMEA. Acceptance of the webinar is based on the content and presenters named at the time of submission. FMEA must be notified of any changes to content or speakers.
- Presenters will not use the webinar as a selling platform. The presentation will be educationally focused, non-competitive, exclude pricing issues and presented without commercial bias.
- Presenter must adhere to the allotted timeframe for the webinar.
- Presenter should use a quiet room, a computer with Internet capabilities and a landline phone connection to present the webinar.

As a presenter, I have read and understand my responsibilities as outlined in this agreement and will abide by these in my presentation.

Presenter Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return Webinar Presenter Agreement and Webinar Presenter Proposal to Cheryl Anderson, Director of Training and Member Services, at canderson@publicpower.com or 786-242-6311 (fax).



Florida Municipal Electric Association  
Webinar Presenter Proposal

PRESENTER INFORMATION

If the webinar presenter proposal is submitted by email, biographies, the Webinar discriptions, agendas and outcomes may be attached as word documents.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

PRESENTER BIOGRAPHY

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\_\_\_\_\_  
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WEBINAR INFORMATION

Webinar Title: \_\_\_\_\_

Proposed Date: \_\_\_\_\_

Length: 60 minutes \_\_\_\_\_ 90 minutes \_\_\_\_\_ Other \_\_\_\_\_

Target Audience: (for example: engineer, customer service representatives, utility managers, safety directors, frontline employees)

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Florida Municipal Electric Association  
Webinar Presenter Proposal

WEBINAR DESCRIPTION

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WEBINAR AGENDA

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OUTCOME (By the end of this webinar participants will be able to...)

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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