

## NSA Webinar Requirements

All NSA webinars will be hosted using Adobe Connect. The following are the requirements specific to this platform.

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Webinar Details

**Title (60 characters):**

**Event Info (250 characters):**

**Detailed Event Info (2000 characters):**

**Date (must be set 30 days in advance):** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Primary Presenter:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Presenter Photo (attach separately .jpg, .gif, .png)**

**Presenter Bio (250 characters):**

### Additional Presenters

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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



## **Content Specifications**

NSA must receive your webinar content 2 weeks before your scheduled webinar in order to allow time for setup and testing. Content should be submitted by email to Hilary Burgess at [hburgess@sheriffs.org](mailto:hburgess@sheriffs.org). The following content formats are accepted.

- PowerPoint (.ppt or .pptx)
- Flash (.swf)
- Images (.jpeg)
- Adobe PDF

We recommend that you submit your content in the form a PowerPoint. Any videos should be separate files and not embedded in the PowerPoint.

## **Meeting roles and permissions**

Your role determines your capabilities for sharing, broadcasting, and other activities in an Adobe Connect Meeting. Permissions for each role are as follows:

**Host:** Sets up the meeting, invites guests, adds content to the library, shares content, and adds or edits layouts in a meeting room. NSA will be the host.

**Presenter:** Shares content already loaded into the meeting room from the library. They can share their screen with all attendees, chat, and broadcast live audio and video. When the presenter(s) specified above signs in to the webinar they will automatically be setup in this role.

**Participants:** Can view the content that the presenter is sharing, hear, and see the presenter's audio and video broadcast, and use text chat.

## **Webinar Contacts**

Hilary Burgess

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