

Thank you for your interest in submitting a proposal to present an educational webinar as part of the MRS OnDemand Webinar Series. Please complete and return this form to Jennifer Ibe at mrs@heexpo for consideration. *(Webinars presented as part of the MRS OnDemand Webinar Series are subject to MRS approval and are not available to publishers.)*

COMPANY DETAILS	
Company Name As it should be published	
Contact Name & Email	
Social Provide topic hashtags and Facebook/Twitter @accounts	
Webinar Registrants Provide names and emails of those individuals from your staff or affiliates who MRS should register for webinar	
WEBINAR DETAILS	
Webinar Title	
Moderator Designated by client or MRS can moderate	
Proposed Date & Time Suggested time is 12:00-1:00 pm (ET) 1-hour to include presentation and Q&A	
Description Provide brief description (50-75 words) of webinar topic and its educational importance	

WEBINAR DETAILS (cont)

Speaker #1 Profile

Provide title, affiliation, email, LinkedIn and Twitter accounts and brief biography. If bio is available online, include URL.

Speaker #2 Profile

Provide title, affiliation, email, LinkedIn and Twitter accounts and brief biography. If bio is available online, include URL.

MARKETING MATERIALS

Sponsor Logo (JPEG) & URL

Logo included in promotional materials and webinar player

Related Image (JPEG) (optional)

Image and caption representing webinar subject

Speaker Photo(s) (JPEG)

Marketing Collateral (PDF files)

Appears in 'Resources' tab of webinar player. Include URLs for brochures, data sheets, etc.

Video (mp4 file required)

Plays pre- and post-webinar

MARKETING EMAIL REQUIREMENTS

Mailing List Categories

Select specific topical categories from lists available at www.mrs.org/mailling-lists

MARKETING EMAIL REQUIREMENTS (cont)	
Email Subject Line Provide subject line for email	
Email Review Provide email addresses for all individuals who should review test message	
PAYMENT DETAILS (advance payment required)	
Webinar Cost—\$4,500 Visa, Mastercard, American Express accepted Provide Card No. and Expiration Date	

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