



GUIDELINES & PROCESS FOR CROSS ACADEMY WEBINARS

Key Guidelines

1. The topic must be relevant to most, if not all, of the NAP academies.
2. The topic must be approved by the proposer's academy chair/chair elect.
3. The topic must be approved by the Vice President of Professional Development.
4. At least 8-10 weeks of lead time is required.
5. Every academy must be given the opportunity to participate.
6. Since the NAP Zoom will be used, the proposer must be flexible on the date options.
7. Any marketing copy will be provided by the proposer.
8. The event will be recorded for dissemination to NAP members.
9. The event will not be staffed, so the facilitator is responsible for organizing the participants, opening/closing the Zoom, moderating Q&A, thanking the participants/attendees, etc.
10. A brief post-event report must be submitted after the event.

Step 1: Event Proposal

- **Initiation:** An Academy leader (Chair, Chair-Elect, or Committee Chair) presents the idea to the Vice President of Professional Development (VP of PD).
- **Proposal Content:**
 - Clear topic and its relevance to the NAP community
 - Proposed format (panel discussion, presentation, etc.)
 - Preferred date and time options
 - Confirmation of Academy Chair's approval (if applicable)
- **Acknowledgement:** The VP of PD copies the NAP Project Coordinator (PC) when confirming receipt of the event proposal and providing a decision date.

Step 2: Review Event Proposal

- **Review and Approval:** The VP of PD reviews the proposal and assesses its relevance to NAP members to determine feasibility before consulting with the NAP Leadership Team and Executive Director for final approval.
- **Communication:** The VP of PD communicates the decision to the academy leader, providing feedback and guidance as needed.

Step 3: Event Planning and Logistics

- **Availability:** The PC confirms if the NAP Zoom account is available and places a tentative hold on the preferred date and time options.
- **Due Diligence:** The academy leader provides a brief description of the event with the preferred date and time options, their contact information, and a deadline to

request participation from other academies. The VP of PD shares the request with the NAP Council for dissemination.

- **Date and Time Confirmation:** The academy leader finalizes the preferred event date and time based on the participants' preferences.
- **Zoom Meeting Setup:** The PC creates a Zoom meeting and shares the details with the academy leader.

Step 4: Event Promotion and Registration

- **Event Details:** The academy leader provides the following information to the PC:
 - Event Title
 - Brief Description
 - Participant Names, Credentials, and Academies
 - Call to Action for Registrants
 - Post-Event Survey Questions
- **Event Promotion:** The PC includes the event in the NAP Times and the VP of PD shares the registration information with the NAP Council and Professional Development Committee for dissemination.

Step 5: Event Execution

- **Facilitation:** The academy leader is responsible for:
 - Opening the event
 - Welcoming attendees
 - Moderating the event
 - Closing the event
- **Awareness:** The academy leader ensures that attendees are aware of being recorded and consent to any screenshots taken during the event.

Step 6: Post-Event Follow-up

- **Event Summary:** The academy leader provides a brief post-event report to the VP of PD and PC.
- **Event Data:** The PC provides the following information to the VP of PD:
 - Number of registrations/attendees
 - Number of participating/attending academies
 - Post-event survey responses
- **Event Reporting:** The VP of PD shares an overview of the event with the Executive Committee, including key metrics and relevant data from the post-event report.
- **Recording and Resources:** The PC processes the event recording to share with NAP members.