



# Webinar Application

**Sponsoring Organization Name:** \_\_\_\_\_

**Webinar Host:**  Sponsoring Organization  AANN

**Title of Program:** \_\_\_\_\_

For use in AANN promotional materials -*please submit a 50-word description of the program to [odiehl@aann.org](mailto:odiehl@aann.org) with application.*

**Requested Dates:** \_\_\_\_\_

**Contact information:**

Primary Contact \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Payment information:** You may pay by check or credit card. (*nonrefundable at the time of signed agreement*).

30 minutes / \$7,500     60 minutes / \$10,000     Check # \_\_\_\_\_

Signature: \_\_\_\_\_

By signing the line above, the sponsor agrees to the AANN Webinar Guidelines and agrees to submit payment within 30 days of the accepted application.

Mail checks to:  
American Association of Neuroscience Nurses  
PO Box 88019  
Chicago, IL 60680-1019

To pay by credit card, please contact AANN Member Services at 888.557.2266 | 847.375.4733.

NOTE: Credit card payments will have a 3% processing fee added to the total.

Date received: \_\_\_\_\_ (Topic will be reviewed within 5 business days of receipt)

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to Olivia Diehl, Senior Manager, Industry Relations  
[odiehl@aann.org](mailto:odiehl@aann.org)



## Webinar Guidelines and Application

1. The **Sponsor** will provide the proposed webinar information to AANN for consideration. This information will include:
  - Title of program
  - Abstract text description of 50 words or less for use in AANN webinar promotion***Sponsor will be notified regarding approved topics within 5 business days of confirmed receipt.***
2. The Sponsor is responsible for all program development and speaker selection. The sponsor is responsible for all costs associated with the program's development, including presentation materials, handouts, speaker(s) selection and honoraria (if applicable).
3. The Sponsor is responsible for creating or collecting presentation materials from the speaker(s) if applicable.
4. AANN will promote your webinar registration link to all members through:
  - One dedicated Eblast written by the sponsor, and sent by AANN
  - One post in the AANN Newsletter
  - Posting on the AANN [calendar of events](#)
  - Listing on the AANN [Webinar page](#)
  - Social Media – AANN will reshare one post created by sponsor on their Facebook or LinkedIn social media account to the AANN account

The Eblast send date and newsletter posting dates will be agreed upon by both the sponsor and AANN, so it doesn't conflict with other AANN communication send dates. Any additional marketing is at the cost of the sponsor.
5. If the webinar is recorded, the webinar link can be available on demand on the AANN Webinar website page for up to 6 months (optional). Hosting of the recording can be provided by AANN or the sponsor. If hosted by the sponsor, a direct link will need to be provided by the sponsor.
6. Sponsor can choose to host the webinar on their own platform or via AANN's Zoom account. If hosted via AANN's Zoom account AANN can provide:
  - Option of a webinar or meeting
  - Registration
  - Attendee list
  - Demographics (collected only if pre-set and included in registration)
  - Practice/run-through prior to the live date
  - Recording posted on AANN website for up to 6 months
7. AANN will work with the sponsor to identify a date for the webinar to be presented. Sponsored webinars cannot be presented within 2 weeks of AANN conference dates or webinars.
8. **Fee** - \$7,500 - 30 minutes / \$10,000 - 60 minutes (*non-refundable at the time of signed agreement*).
9. Payment must be received within 30 days of the accepted application or prior to any advertisement of the webinar.

### **Advertising Regulations**

1. All advertising must be approved by AANN in writing at least one week prior to distribution.
2. AANN does not endorse any webinar and therefore no indication should be made in the advertising or promotion that AANN endorses the webinar. AANN will not provide CE for webinar(s).