**FDP Virtual Session Planning Form**

(Last Revised 5/29/2020)

***Please complete this form in its entirety and submit to*** ***FDP-programming@thefdp.org*** ***at least four (4) weeks in advance of the preferred date of your session in order to allow sufficient time for the Program Committee to coordinate. Upon receipt, the Program Committee will reach out to the requester to begin the planning process.***

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| **FDP Virtual Session Description** |
| Requester/Session Coordinator: |   |
| Host Committee/Subcommittee/Working Group: |   |
| Session Title: |   |
| Date & Time Preference(s): |  |
| Session Length: |  |
| Purpose/Intended Goal(s)/Brief Description for Announcement: |   |
| Target audience/what type of representatives will be interested and likely to attend: |   |
| Moderator/Lead Presenter name and affiliation: |  |
| Presenter(s)/Panelist(s) names and affiliations: |   |
| List any requested prerequisites or related publicly-available information to include in the Announcement: |  |
| **FDP Virtual Session Logistical Needs** |
| Virtual Session Type (select 1 of the following):1. Webinar (201-3000 participants)
2. Meeting (51-200 participants)
3. Meeting (up to 50 participants)
 |   |
| Do any of your presenters have restrictions with using Zoom or Zoom Gov’t? If so, please specify. |  |
| Would you like your session recorded (Y/N)? Note: If you specify “Y”, please be sure your presenters have no restrictions with recordings made publicly available. |   |
| Please indicate the contact to monitor Live Chat or indicate you need a volunteer from the Program Committee. |  |
| Will you be requiring a poll (e.g., Zoom poll)? If so, please provide contact to monitor poll or indicate you need a volunteer from the Program Committee. |  |
| Will you require questions to be submitted in advance? If so, please indicate the preferred contact to collect the questions. |  |
| Other special requests: |   |