



ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

Request for Proposal to Host an APPAM Webinar

APPAM began hosting professional development Webinars in 2017 to help better connect the worlds of research and policy and to provide a valuable member benefit for members who are not able to attend in-person APPAM events.

The webinars, hosted by APPAM, examine topical policy issues and ways to make the most out of your APPAM membership. To date, there have been three webinars focusing on academic career paths for policy professionals, interviewing tips for students, and a how-to guide for submitting a proposal to the Annual APPAM Fall Research Conference.

To view previous APPAM webinars, please visit this here: <http://www.appam.org/careers-education/podcasts-webinars/>.

APPAM is requesting proposals from its professional and student members to host future webinars. Webinars are free of charge to attendees.

Members who wish to submit a webinar proposal should submit the following to APPAM:

- Webinar Topic, Title, and Summary – Summaries should be no longer than 250 words and should briefly describe what participants will gain from the webinar.
- Proposed Webinar Dates
- Webinar Moderator Contact Information
- Contact Information for RFP Submitter (if different than webinar moderator)
- Proposed Webinar Speakers

Once approved, APPAM will be responsible for the following:

- Webinar Technology – All Webinars are hosted on GoToWebinar.
- Webinar Promotion and Registration – Webinars will be featured prominently on APPAM's website, social media accounts, and monthly member newsletters.
- Webinar Registration – APPAM manage, monitor, and track registration for the webinar.
- Posting the Webinar on APPAM.org upon completion.
- Monitoring the Webinar Q&A (if applicable)

Webinar proposals will be received on a rolling basis. Once received, the proposal will be reviewed by APPAM staff and the APPAM Professional Development Committee.

Please send proposals and any questions regarding the RFP process to Meghan Grenda, APPAM Membership & Administration Manager at mgrenda@appam.org. APPAM will host at least one webinar each quarter. We encourage you to submit!