



Webinar Guidelines & Application

1. The **Sponsor** will provide the proposed webinar information to NANN for consideration. This information will include:
 - Title of program
 - 50-word description for use in NANN webinar promotion
 - Speaker names
 - Corporate logo

Sponsor will be notified regarding approved topics within 10 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. NANN will promote your webinar registration link to all members through:
One dedicated Eblast written by the sponsor, and sent by NANN
 - One post in the NANN weekly Newsletter
 - Listing on the NANN Webinar Web page
 - Social Media – NANN will re-share one post created by sponsor on any of the following platforms (LinkedIn, Facebook, X, Instagram, Tik Tok).

The e-blast and newsletter send dates will be agreed upon by both the sponsor and NANN, so they don't conflict with other NANN communication send dates.

5. If the webinar is recorded, the webinar link can be available on demand on the NANN Webinar website page for up to 6 months (optional). Hosting of the recording can be provided by NANN 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 NANN's Zoom account. If hosted via NANN's Zoom account NANN can provide:
 - Registration
 - Attendee list
 - Demographics (collected only if pre-set and included in registration)
 - Practice/run-through prior to the live date
 - Recording posted on NANN's iLearn site for up to 6 months
7. NANN will work with the sponsor to identify a date for the webinar to be presented. Sponsored webinars cannot be presented within 30 days of NANN conference dates or webinars.
8. **Fee** - \$7,500 - 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.
10. All advertising must be approved by NANN in writing at least one week prior to distribution.
11. NANN does not endorse any webinar and therefore no indication should be made in the advertising or promotion that NANN endorses the content of the webinar. NANN will not provide CE for webinar(s).



Webinar Application

Company Name: _____

Webinar Host: Sponsoring Organization NANN

Title of Program: _____

For use in NANN promotional materials: *Please submit a 50-word description of the program and logo to industry@nann.org with application.*

Requested Dates or Time frame: _____

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, credit card, or ACH/Wire (*nonrefundable at the time of signed agreement*). Check # _____

Signature: _____

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

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

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

Approval Signature: _____ Date: _____

Request Denied Signature: _____ Date: _____