



Webinar Presenter Policy

Background: The Brain Injury Association of Virginia is a nonprofit organization devoted to serving individuals with brain injury, their families and those who care about them. One of the main components of our mission is to **advance education** and support to people impacted by brain injury.

As a webinar presenter, you will be eligible for the following compensation (these rates apply whether there is one or multiple presenters):

Number of Registrants	60- Minute live Broadcast Webinar
35 or less	\$100
35-65	\$150
65-100	\$200
	Presenter can choose to donate their compensation back to the Brain Injury Association of Virginia.

BIAV may cancel a webinar if one week prior to the webinar date, 10 or fewer participants are registered. This will be discussed with the presenter prior to making the decision. With presenter permission, webinar presentations will be recorded.

As a webinar speaker, you will be asked to:

- ✓ Agree to a speaking date and start time six weeks prior to webinar date.
- ✓ Use the Brain Injury Association of Virginia PowerPoint template for your presentation.
- ✓ Schedule and participate in a brief presentation walk through approximately 1- 2 weeks prior to the scheduled webinar.
- ✓ Have access to a computer system, stable internet connection and phone line.
- ✓ Provide BIAV with marketing materials, headshot or an image reflecting the content of your presentation (this can be a screen shot of a slide from your presentation) one month prior to the scheduled webinar.
- ✓ Provide presentation materials in PowerPoint or PDF and any additional handouts, videos etc. no later than one week prior to the date of the webinar.
- ✓ Assist in the promotion of your webinar.
- ✓ Provide BIAV with an invoice, which will be paid within 30 days of receipt.

Questions? Contact Debra Holloway, Education and Resource Coordinator, debra@biav.net