Guidelines & Terms of Presenting an OAA Continuing Education Webinar

Before Starting Your Proposal Form
The following will be among the information requested on the Ontario Association of Architects' Call for Proposals Form:
• Session title (up to 60 characters, including spaces);
• Session abstract (up to 200 words);
• Four learning outcomes; and
• Names, contact information, and 100-word biographies for each presenter.

IMPORTANT
The OAA Continuing Education Webinar session must be educational in nature—structured and designed as a learning activity, with clearly stated learning objectives. The webinar will be an objective review of the topic presented. All related materials must also be reflective of the current status of the topic.

The webinar must not contain any content that is protected by copyright, promotional, or advertorial in nature, and all content should be vendor-agnostic. The information contained in the webinar session must be factual.

Technology
OAA Continuing Education Webinars are presented by way of videoconferencing technology, specifically Zoom. The Speaker will present on video with accompanying PowerPoint slides, both of which are visible to participants. Zoom also includes a chat function where participants can ask questions and engage in discussion. The Zoom chat function is enabled during all webinars.

The Association records all OAA Continuing Education Webinars, including speakers' video, the chat, and any accompanying materials such as slides and images. These recordings are used for quality assurance purposes and will not be distributed outside of the OAA, including to the speaker.

You are responsible to obtain, at your own cost, all necessary technology and equipment required for the webinar, including but not limited to internet connectivity, computer, camera, speakers, and microphone. You are responsible to ensure the functionality of technology and equipment at all times. The OAA will provide you with access to Zoom and basic training on Zoom functionality in advance of the Webinar.

Video Production
Recording of your own presentation in either audio or video formats is prohibited. No exceptions will be made.

Closed Captioning Services
To comply with the *Accessibility for Ontarians with Disabilities Act* (AODA), the Association provides closed captioning for all OAA Continuing Education Webinars. Closed captioning will be provided using Communication Access Real-Time Transcription (CART). A transcriber will join each Continuing Education Webinar to provide live, word-for-word transcription of speech to text so members can read on the screen what is being said.

Point of Contact
An individual submitting a proposal is considered a Point of Contact. All correspondence will be sent to the Point of Contact as well as all presenter(s) in order to expedite the dissemination of information. However, only the Point of Contact can make any changes to their session or provide supporting documents such as biographies or slides. The Point of Contact is usually the Lead Presenter. When it is not the case, the Lead Presenter must be identified and any co-presenters must be listed.

Session Length
Continuing Education Webinars are usually 90 minutes in length. This includes the presentation itself as well as a Question and Answer session at the end. If your presentation does not fit into this format, please indicate this in your submission.