

Civitas Networks for Health Strategic Business & Technology (SB&T) Member Webinar Requests

As a benefit of Civitas Networks for Health membership, we invite our SB&T Members who are up to date on payment of membership dues to present on a collaborative effort or case study between the SB&T member and a full (generally health information exchange (HIE), regional health improvement collaborative (RHIC), all-payer claims database (APCD), or Quality Improvement Organization (QIO)) or affiliate member. Please see [Civitas' member site](#) for an up-to-date list of all members. Other types of webinars will be considered but are less likely to be approved to meet the needs and goals of our collaborative community. In short, we are interested in hearing about effective partnerships.

The SB&T member should submit a proposal to Civitas a minimum of 6 weeks prior to the preferred event date. Please note that the Civitas team will assess your proposal while also managing other requests in the queue and that these webinar requests are managed on a first come first serve basis. The proposal should be submitted to contact@civitasforhealth.org using the [SB&T Webinar Request Form](#).

The following information must be included in the form for the proposal to be reviewed:

- Session title
- Proposed date(s) and time(s)
- Presenters' names, titles, and presenting organizations
- Presentation abstract (3-5 sentences highlighting the focus of your presentation – partnerships, area of focus, solution implemented, and outcomes/results.
- LinkedIn and X handles (if applicable)
- Presenting organization's logos

**Submissions that do not include a full or affiliate (HIE, RHIC, APCD, QIO etc.) member as a presenter are unlikely to be approved.*

The SB&T, Full and/or Affiliate members are responsible for providing full content knowledge, expertise, and event design. Civitas will not provide a facilitator, moderator, or other support aside from administrative technical support with Zoom during the webinar unless previously arranged. This said, if desired, a Civitas leader will provide opening remarks and provide framing about the importance of these types of partnerships and efforts.

Civitas staff will review the proposal. If a proposal is determined to not meet the needs of the Civitas membership, we will work with the SB&T member to modify the content to provide maximum value to the membership.

Once accepted, Civitas staff will respond to SB&T members to confirm dates, topic, and title, or suggest alternate dates to better accommodate the Civitas calendar. Once dates and times have been selected, Civitas will send registration blast out through our newsletter tool to include Zoom details and presentation information as soon as the webinar proposal has been officially accepted. The webinar will also be advertised at the next instance of Civitas Network News. A Civitas staff member will be identified to provide support during the webinar.

Please note, the session can be no longer than 60 minutes. There can be no more than 2 sessions in one series and each member organization is eligible for one 2-part series per year. Additional programming will be considered based on the strategic priorities of Civitas and member needs.

Civitas will promote the event through the newsletter, website events, and social media channels. There will be one newsletter story that runs for the two weeks prior to the event. Civitas will share social media posts from the host members with a maximum of two posts per session if the member would like the event to be public. Civitas will create a graphic for the event based on our standard event graphic.

Five days prior to the event, the finalized slide deck needs to be submitted to contact@civitasforhealth.org for review. If necessary, the Civitas staff will respond with any recommended changes.

On the webinar's day, the assigned Civitas staff member will launch the Zoom meeting 10 minutes before the scheduled time. All presenters are invited to join 10 minutes early. Civitas will record the meeting, monitor the chat, mute lines, and provide technical support as needed. Following the webinar, the recording will be made available to the SB&T member as well as shared in follow-up via Civitas' post event communication. If there are specific resources the member wants shared, Civitas will include it in a follow-up communication blast.

Civitas will provide the list of organizations in attendance in follow-up to the event, but we will not provide attendee contact information without expressed consent. If time does not permit answering all questions during the session, the SB&T member can respond via email and Civitas will provide that response to the membership.