

National Council on Family Relations

Webinar Guidelines and Directions

NCFR Webinar Guidelines

If you have a topic or idea that you think would make an engaging, informative webinar that would be of interest to NCFR members, family professionals, the Family Science discipline, or the practice of Family Life Education, please submit a [webinar interest form](#) to be considered by the webinar team. Currently, webinars on research methods, statistics, or diversity, equity, and inclusion are of particular interest, though all suggestions will be considered.

Webinar topics must have a clear applied focus for family professionals, those in Family Science, or Family Life Education, with specific attention on application of skills. The webinar team will consider webinars that meet the following criteria:

- Advances the discipline of Family Science or the practice of Family Life Education
- Grounded in research and evidence-based practice
- Relevant to families, those working with families, and/or those teaching future Family Science professionals
- Results in specific skills that can immediately be applied to one's work
- The presenter has demonstrated experience and expertise in the topic

To aid in the acceptance process,, the webinar coordinator (education@ncfr.org) may request supplemental information. Examples of what could be requested include:

- Webinar outline
- Key takeaways and skills that attendees can implement immediately following the presentation
- Related resources
- Exercises or activities that might be used during the webinar

If your webinar proposal does not meet these criteria, we recommend that you consider submitting your ideas/materials to other opportunities available within NCFR: [NCFR Annual conference](#), [NCFR Report](#), [CFLE Network](#), [FLE Summit](#), [Research and Policy Briefs](#), and/or an article to [Journal of Marriage and Family](#), [Family Relations: Interdisciplinary Applied Journal of Family Science](#), or [Journal of Family Theory & Review](#).

NCFR Webinar Directions

After approval from the webinar team, the webinar coordinator will be the main contact for the presenter(s). The webinar coordinator is responsible for communicating deadlines, answering questions, and providing guidance. The webinar coordinator is not seen as an expert on topics presented but will be able to help the presenter(s) adjust their presentations to best fit the audience. NCFR's *Education and Certification Coordinator* will also be available to assist with technical support and copyright needs.

In addition to communication with the webinar coordinator about how to best format the presentation to meet NCFR's webinar criteria, the following materials must be submitted by the presenter to the webinar coordinator:

- **Six months prior** to the webinar, the presenter(s) will need to complete a speaker agreement form.
- **Three months prior** to the webinar, the presenter(s) will need to complete an advertisement form. Additional information may be requested such as:
 - Handouts
 - Example data sets
- **Three weeks prior** to the webinar, a draft of the slide deck needs to be submitted to the webinar coordinator.
- **One week prior** to the webinar, a two-hour rehearsal will be held .
- **Three days prior** to the webinar, a copy of the final slide deck needs to be submitted to the webinar coordinator.

All presentation materials must follow NCFR's copyright policies and use the NCFR-approved PowerPoint template. Additional information about both will be shared by the webinar coordinator.

If the presenter(s) are not able to meet the above criteria and deadlines, or does not adhere to NCFR's Code of Conduct, NCFR reserves the right to cancel the webinar at any point in the process.