



CARTERETTE WEBINAR PROPOSAL GUIDELINES and PARTNERSHIP/SPONSORSHIP AGREEMENT

The following are the guidelines for any Georgia Library Association Division, Committee, Interest Group or Roundtable interested in sponsoring or partnering with the Carterette Series Webinars (CSW) to produce a special topic webinar:

Proposal Guidelines:

1. Partnership proposals are due January 15.
2. Proposals must include the following:
 - a. Name of Division, Committee, Interest Group, or Roundtable
 - b. Name and contact information for point person of potential partner/sponsor
 - c. Name(s) of presenter(s) [no more than 3 in one webinar] and their affiliated organization/institution
 - d. Webinar description (150 word maximum)
 - e. Submit to carteretteserieswebinars@gmail.com.

Upon approval by the CSW moderators, partner/sponsor agrees to:

1. Invite speaker.
2. If necessary, request money from GLA Executive Board and pay speaker.
3. Negotiate webinar date/time with CSW moderators and speaker.
4. Use CSW provided marketing materials to publicize webinar. CSW moderators will not be responsible for publicizing the webinar.
5. Send follow up letter and appropriate compensation*.
*Typically CSW moderators provide a small gift (\$50.00 gift card) to presenters as a thank you for their time. If no speaking fee is required, we recommend that the sponsor/partner provide a gift to their speaker.

CSW moderators agree to:

1. Negotiate webinar date/time with sponsoring group and speaker(s).
2. Contact speaker(s) after initial agreement to finalize details for marketing, practice and webinar technical information.
3. Run webinar and follow up survey.