AAPS Webinars
Frequently Asked Questions (FAQ)

Webinars hosted by AAPS should demonstrate your organization’s thought leadership. Your webinar should inform, engage, and discuss scientific topics and/or research and is not intended to be a sales pitch for your company or products. All webinars must provide a thoughtful and focused event description and demonstrate value to the AAPS membership as well as offer clear learning objectives.

1. **How and when are the webinars scheduled?**
   All webinars are scheduled no less than 8 weeks before the event date to allow the optimal amount of time for registration. The AAPS Digital Programs Manager will ensure that registration opens in a timely manner and that the link is sent to you for dissemination.

2. **Can I charge attendees for participating in this live webinar?**
   No. AAPS webinars must be complimentary for your attendees. AAPS will not charge attendees for subsequent access to webinars although AAPS retains the right to seek external sponsorship for all AAPS Webinars.

3. **How long are the webinars?**
   Webinars may be a maximum of 90 minutes (This includes time for Q&A if desired)

4. **Are the webinars live or recorded?**
   All webinars are live and will include a live audience. You are permitted to use voice and PowerPoint presentations. **Videos are prohibited.** Recordings will be open to the public for 90 days following the event after which time it will close to nonmembers.

5. **When do you need my presentation?**
   Presentations must be submitted no less than 5 business days prior to your event on the AAPS Power Point template in 16:9 format. Presentations submitted that are not on the AAPS template will be returned for resubmission.

6. **Who will moderate our event?**
   The sponsor must select a moderator who is an industry expert and who will be on hand to moderate the live question and answer session.

7. **How will AAPS promote our webinar?**
   All webinars are featured and promoted on the AAPS Online Learning website. AAPS will also send an email to the AAPS community groups that most align with the topic of presentation.

8. **How many attendees should we expect to attend our webinar?**
   Attendance varies. It directly correlates with the topic, as well as the presentation date and time.

9. **Will we receive the list of attendees?**
   Yes, all sponsors receive a list of registrant job title, company name, and country. For an additional charge, you may also purchase corresponding names and email addresses for registrants.

10. **Is there an opportunity to practice our presentation prior to the live event?**
    Yes. The AAPS Digital Programs Manager will schedule a 30-minute practice session for your moderator and speakers approximately one week prior to your event. Presenters will have the opportunity to navigate through the webinar platform and address any logistical/operational questions.
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Submission Guidelines

Please note that all AAPS webinar submissions are reviewed by the AAPS Scientific Programming Committee (SPC). The following is a series of guidelines to enable submitters to provide high quality submissions. We request all submissions no less than eight weeks prior to event date:

**Title:** A short statement that is sufficiently detailed to describe the webinar content and to enable the target audience to determine their interest in attending.

*Examples:*
- Application of Laboratory Automation to Enable Drug Product Development
- Analytical Control Strategies in Antibody-Drug Conjugates: Case studies

**Abstract:** Please provide a 175-250 word summary that includes
- Background of the topic
- Why this topic is relevant and timely
- Objective(s) of the webinar

**Program Topics/Outline:** Please provide a bulleted list of topics with subtopics intended to be covered in the webinar. A short list is sufficient, but you should provide enough detail to enable the committee to determine whether the webinar topic is suitable or is too ambitious.

**Learning Objectives:** Share what you want your participants to come away knowing after participating in this webinar.

**Target Audience:** In one or two sentences, please specify the target audience and how this audience will benefit from this webinar.

**The following items will not be accepted for webinar submissions:**
- A single research paper, unless it is discussed in the context of a wider body of work.
- A description or promotion of a specific product, service, or journal article; all accepted webinars must cover a specific topic of interest to AAPS members and not be promotional.

Once received, the AAPS Scientific Programming Committee will review and share their feedback with you. Please note, all approved webinars are scheduled on a first-come, first-served basis. Please also note that incomplete webinar submission forms will not be considered.

**To submit or discuss AAPS webinar proposals, please contact Stacey Royston, Digital Programs Manager at:**

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