



Association of Pedestrian and Bicycle Professionals
Webinar Request for Proposal

APBP invites proposals to present one of the monthly webinar series topics for 2017. APBP will also accept proposals for presentations on topics not already programmed for 2017.

Webinar topics must relate directly to subjects useful to professionals and advocates working in the field of bicycling and walking: planning, design, engineering, education, encouragement, evaluation, enforcement and advocacy. Innovative approaches that have achieved measurable results are most desirable. Presentations must be evidence-based.

Please submit APBP's Webinar Proposal Form (see last two pages)

APBP 2017 monthly webinar series:

January 18	Low Stress Networks
February 15	Growing the Movement - University Curriculum for Pedestrian and Bicycle Professionals
March 15	Active Transportation in Rural Settings
April 19	Maintaining Bicycle and Pedestrian Connectivity in Work Zones
May 17	Making Crossings Safe, Convenient and Inviting
June 21	Beyond Counting - Putting the Data to Work for Better Planning and Evaluation
July 19	Restoring Public Access to Waterfronts
August 16	Incorporating Public Art into Transportation Corridors
September 20	Green Design: Minimizing Environmental Impact in Public Rights of Way
October 18	Designing Transit to Support Active Transportation, and Vice Versa
November 15	Street Lighting - Best Practices and Innovations in Illumination Technology
December 13	The Modes They Are A-Changing - Changing Landscape of Transportation and Implications for Bicycling and Walking

Proposals for presentations on topics not already programmed in 2017.

APBP may choose to add one (1) webinar per quarter that isn't part of the monthly series. If you have an idea for a topic not already programmed, please submit a proposal.

APBP will not accept webinar topics intended purely to promote commercial products. Products may be mentioned during a presentation only if relevant to the topic and broadly useful to communities seeking to increase bicycling and walking for transportation. APBP staff will gladly provide guidance to interested suppliers on what type of content is acceptable.

An honorarium of \$600 per regularly scheduled monthly webinar is available, divided evenly among the presenters. The honorarium will be paid 30 days after the webinar, or it can be donated back to APBP's scholarship funds.

General information

Webinars are generally one hour (approximately 45 minutes of presentation plus 15 minutes for questions), scheduled at 3:00 p.m. Eastern time on the third Wednesday of each month except in the event of a conflict with an official holiday (religious or secular). Some webinars may be extended to 75 or 90 minutes at the discretion of APBP staff in collaboration with the presenter(s). Presenters must deliver a planning meeting and a practice session as well as the webinar itself. The approximate time commitment, outside your own preparation time, is three to four hours.

After reviewing your proposal, APBP may ask you to modify it to meet the specific objectives of the webinar. APBP may accept the proposal whole or in part, depending on how the Webinar Proposal Review team develops the webinar's content. Proposals will be reviewed on a rolling basis and you will be notified within 60 days of submitting your files.

Guidelines for your webinar proposal

Follow these guidelines in preparing your webinar proposal.

- Make every word count. Provide succinct, detailed answers.
- These are examples of verbs to use when framing the learning objectives of your webinar: **count; define; describe; estimate; give examples; identify; list; name; outline; predict; read; recall; recognize; reproduce; state; summarize; write; discuss.**

Sample Learning Objectives:

"Bicycling, Walking and Transit – Connections That Work"

- To describe innovative transit programs that increase ridership by integrating bicyclists and walkers
- To identify points in transit planning that require attention to bicycle and pedestrian functionality
- To list marketing programs that capture the desirability of multimodal trips

You may submit up to two attachments (documents, photos, brochures, publications, videos, etc.) with your proposal that further describe or clarify your proposed presentation.

Submitting your webinar proposal

All proposals must be submitted electronically (Word, PDF or PowerPoint files accepted)

- Send your proposal and any attachments in the same e-mail to webinars@apbp.org. Please type "Webinar Proposal" in the subject line.
- Contact us (webinars@apbp.org) if you need a link to a file sharing site to upload your files.

For questions regarding webinar proposals, please contact:

Lauren Santangelo
APBP Program Manager
Association of Pedestrian and Bicycle Professionals
Phone: 859-402-9818
E-mail: webinars@apbp.org

APBP will notify you within 60 days of the month you wish to present in.



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2017 Webinar Proposal

Check before proceeding:

I am a current APBP member.

I understand that webinar presenters must deliver a planning meeting and a practice session as well as the webinar itself. The approximate time commitment (besides my own preparation time) is three to four hours.

I grant permission for the live webinar to be recorded for later viewing and listening.

My proposed webinar can occur on any date in 2016.

This presentation is time-sensitive and should be given by [insert date] _____.

I am generally available to present this session, except for these no-go dates: _____.

Information about you

Name	
Title	
Business/agency/organization	
Address	
Telephone	
E-mail	
Website	

Information about your co-presenter (if applicable)

Name	
Title	
Business/agency/organization	
Address	
Telephone	
E-mail	
Website	

Information about the proposed webinar (please follow guidance offered in the Request for Proposal)	
Title of the proposed webinar	
Who is the audience?	
List at least three specific learning objectives.	
Give an outline of the content of the presentation (main points and conclusions).	
Briefly describe the project(s), case study or research included in the presentation.	
Which examples of the 6 E's does the presentation include? <i>(engineering, education, enforcement, encouragement, evaluation, equity)</i>	
Why is this project or research noteworthy?	
What parts of the project are replicable in other communities?	
How much time do you need for the presentation?	
List your experience presenting webinars.	
Any other information relevant to the proposal?	
Notification occurs at least 60 prior to the month you wish to present in	
E-mail your proposal and any attachments to webinars@apbp.org	