**MACA Webinar Topic Submission Form**

The purpose of the MACA webinar series / educational program is for the betterment of the accounts receivable community and to aid MACA's mission to provide advocacy, education, information, and networking for the success of our members.

Presentations directly/indirectly related to accounts recovery industry will be most appreciated. Please develop your topic with these goals in mind. MACA requests at least six weeks advance notice for planning purposes.

For those planning on giving a webinar (1 hour) through MACA's webinar portal, here is what we will need:

Date and time of the proposed webinar:

Title:

Overivew (limited to 2 paragraphs), used for web advertising:

Who should attend statement:

Level of topic (Basic/General, Intermediate, Advanced):

Brief bio (4-5 sentences) of presenter with focus on webinar topic.

First draft PPT file due one week prior to go live.

Final PPT file (or color PDF) emailed at least 30 mins. prior to go live. If you prefer the PDF version to omit certain slides, then please provide the final PDF file with those slides removed.

Logos: Please use the MACA logo on the title page and final page. Okay to place company logo on opposing margin.



MACA will request a dry run/technology check of the presentation with you, prior to the agreed upon date/time of the webinar. The day of go-live, presenters log-in one hour prior, have a final technology check, and then return about 5 mins. prior to webinar start time.

Suggested best practices for webinar PPT design:

No overly bright colors, especially for fonts (red, yellow)

Use clean, readable font and limit amount of text per slide to a minimum (no long, bullet lists in small font on a single page) as attendees will likely print the PDF for future reference.

Completed form should be emailed to MACA Program Chair [Chuck Riter](mailto:chuck.riter@emergentbg.com) or MACA Executive Director [Rose Jeffries](mailto:rjeffries@midatlanticcollectors.org).