

# DiabetesEd Services Speaker Checklist



## Step 1: Presentation Short & Webinar Topic

- Send or Schedule Presentation Short to DiabetesEd Team
- Webinar Topic/Working Title
- Webinar Description (1 to 2 short paragraphs)
- List of webinar topics covered (2 to 4 topics)
- Resume

## Step 2: Marketing & Paperwork (Due Jan. 1st)

- Bio (1-2 paragraphs)
- Headshot
- Webinar Learning Outcome\* (at least 1)
- Submitted Paperwork Packet Form
- Schedule Webinar date

## Step 3: Content & Webinar

- Blog Article (due May 1st)
- Slides (due May 15th)
- Schedule Orientation with DiabetesEd Team
- List of supplemental resources (optional)
- Post-Assessment Questions (at least 5 for a 1.5 hour webinar)
- Webinar Bibliography & Reference List