

IPO's Standing IP Committees have two options for hosting webinars: committee-sponsored webinars and IP Chat Channel webinars. These two approaches have some key differences that are outlined below.

### **IP Chat Channel Webinars**

IPO's IP Chat Channel is a weekly one-hour webinar series on current IP topics that is produced in cooperation with host Pamela Sherrid, an IPO contractor. IPO encourages committee proposals for IP Chat Channel webinars that are likely to appeal to a broader audience than committee members.

- The committee submits the topic and speakers directly to IPO for approval through your staff liaison.
- Once the topics and speakers are approved, Pamela Sherrid will work with the speakers to coordinate the date/time, presentations, and materials.
- Committees will receive recognition for their role in planning the webinar.
- Attendees include IPO members and members of the general public. IPO promotes these webinars.
- IP Chat Channel webinars are registration-based with a per user, per webinar fee. Webinars are available on an unlimited basis to annual pass holders.
- IPO applies for CLE credit for registered attendees at live webinars in most states (visit [www.ipso.org/ipchatchannel](http://www.ipso.org/ipchatchannel) for more information on CLE).
- Webinars are recorded and available for purchase on-demand on the IPO website.
- Those interested in guest hosting an IP Chat Channel webinar should email your committee staff liaison the following information:
  - Name of committee
  - Name of a primary contact on the committee
  - Proposed topic
  - Suggested speakers

---

### **Committee-Sponsored Webinars**

Committee-sponsored webinars are planned and executed entirely by the committee. IPO has WebEx online meeting software that is available to host these types of events. For committees that would like to have the most control over the content of the webinar, this is the best approach.

- The content is generated and controlled solely by the committee.
- Speakers are generally committee members; on occasion a webinar will be hosted with a guest speaker who is not a member of the committee.
- Attendees are members of your or of other committees; these types of webinars are not advertised to the general membership or others outside IPO committees.
- These webinars are free for attendees and do not require advance registration.
- IPO will **not** apply for CLE credit for attendees or speakers.
- Those interested in hosting a committee-sponsored webinar should contact Lorna Soderberg in the IPO office at [lsoderberg@ipo.org](mailto:lsoderberg@ipo.org) with the following information:
  - Name of committee
  - Webinar topic
  - Proposed date, start time and end time
  - Name of webinar moderator and primary contact person to be the liaison with the IPO office on webinar logistics