**Please complete this form within
5 business days** to finalize your registration

Webinar Registration Form

The following information is essential for us to program your webinar into the virtual venue, and apply for continuing education units for the expo, which must be done weeks in advance of the event.

Please complete and email this form to Emily Herman, MAS Events Coordinator at events@marylandacupuncturesociety.org

We appreciate your timely return of this form!

1. **Would you like to present:**

   A. **Live** (Note that your live presentation will be recorded and availed to the attendees for a 30 day on-demand period after the event)
   B. **On-Demand** (A pre-recorded presentation available to the attendees on-demand)
   C. **Hybrid** (using a pre-recorded presentation, but it goes "live" at a specific time, and someone is present to answer Q&A live)

   Answer: _____

   If you selected Live or Hybrid presentation, do you have a time preference for the presentation?

   Yes_____ No_____

   If "Yes", which day and time would you like to present (the expo runs from Saturday May 21st from 12-7 PM EST, and Sunday May 22nd 12-5 PM EST)

   Day/Time Preference_____

   IF YOU SELECTED an ON-DEMAND Presentation please provide us a link to the video on **YouTube**, **Vimeo**, or send us the **MP4** video file and we will upload it to our Vimeo. The video must be programmed in via YouTube or Vimeo. Thank you!

2. Title of the Presentation:
EXAMPLE: "Life in Business for Acupuncturists"

_____

3. Name(s) and Email Address(es) of the Speaker or Speakers:

_____

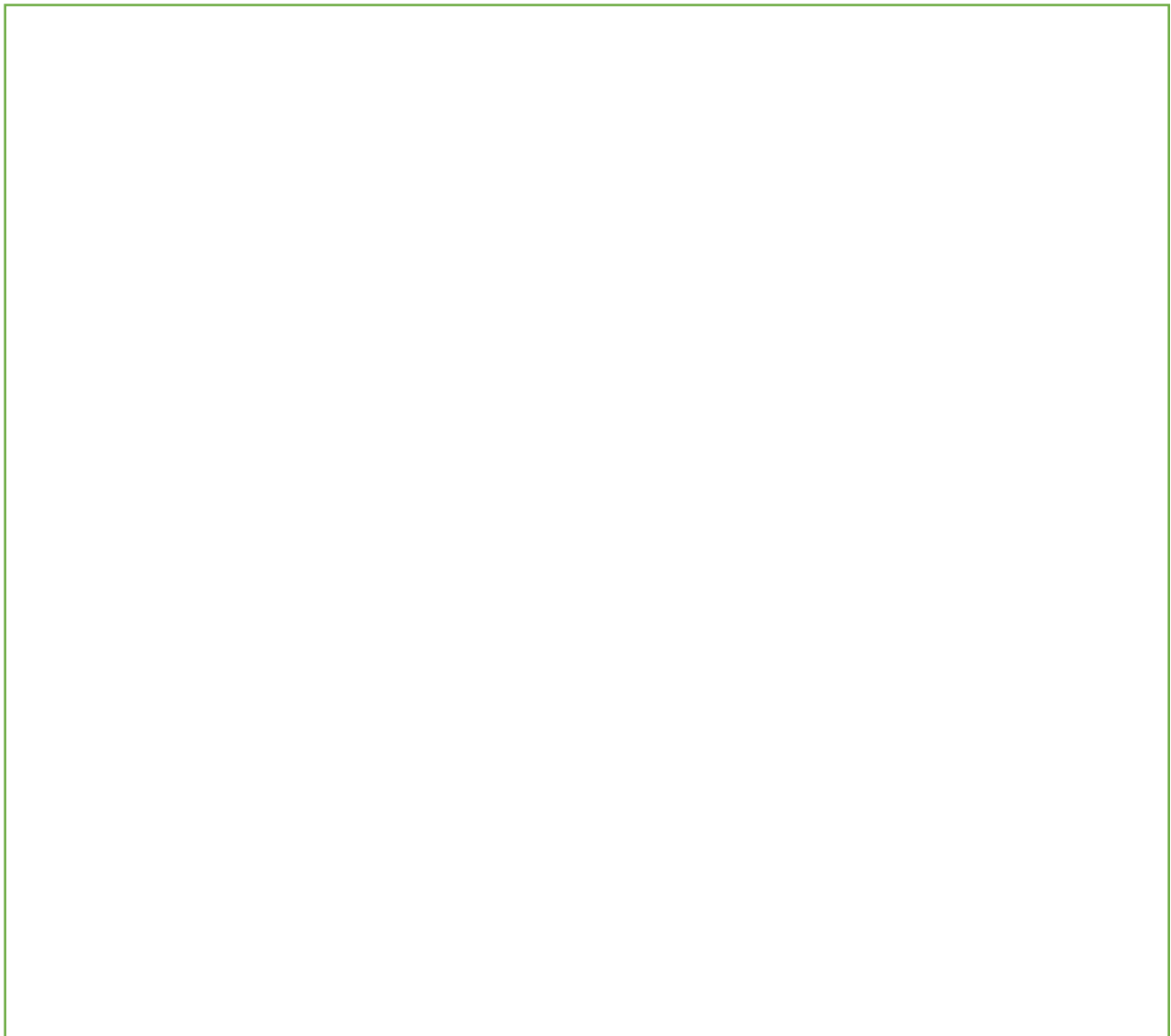**4. Paragraph Description of Presentation:**
EXAMPLE: "Acupuncturists work in a number of possible business structures, ranging from sole proprietors in home offices to employees in medical facilities. However you conduct your business, learn how to protect your acupuncture practice and yourself in this interactive workshop provided by financial experts from New York Life!"

5. Brief (1-3 paragraph) bio of the speaker including educational background.

EXAMPLE: Sally Smith graduated the Ohio College of Integrative Medicine in 2008 with a bachelor's in professional health studies and a masters in Oriental Medicine. She has been in private practice Ohio River Wellness since 2010. Sally is a volunteer Board member for the Ohio State Oriental Medical Association and having served in various roles for the past 12 years, she is currently the association's President.

In 2015 Sally founded Ultimate Patient Scheduling, a company which provides HIPAA secure scheduling services to small healthcare practices. Sally is also a professor at the American Institute of Alternative Medicine and she enjoys teaching colleagues to implement optimal business and practice management measures, and has taught at colleges and state associations nationwide.

Her book, "Honest Healthcare", published in 2019, is a New York Times best seller and is available on Amazon and Kindle.

6. **3-5 Bullet points of what students of the class will learn.**

7. **Lastly, please email this completed form, along with the following files to Emily Herman, events coordinator for Maryland Acupuncture Society at events@marylandacupuncturesociety.org**

1. Speaker Headshot Photo
2. Any handouts you wish to share with attendees
3. Any logos or additional images you want displayed with the webinar information
4. IF YOU SELECTED an ON-DEMAND Presentation please provide us a link to the video on YouTube, Vimeo, or send us the MP4 video file and we can upload it to our Vimeo. The video must be programmed in to the plaform via YouTube or Vimeo. Thank you!

Please note that all presentations will be made available for attendees for a 30-day "on-demand" period following the event. Live presentations will be recorded.

We thank you for presenting with us!

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