



## FORM B1 Submit with Form A1 for Webinar or Live Conference Program

Location addresses are published in the AST journal -The Surgical Technologist, your state's AST web page and State Assembly Upcoming Programs at [ast.org](http://ast.org).

### FOR PROGRAM INFORMATION (Check One Only):

WEBINAR - for workshops only, no elections for Board of Directors or Delegates can be held

LIVE CONFERENCE - for annual business meetings with Board of Directors and Delegate elections, vote in person

State Assembly \_\_\_\_\_

Date of Program \_\_\_\_\_

Title of Program \_\_\_\_\_

Number of CE Credits \_\_\_\_\_

Name of Vendor Used \_\_\_\_\_

**Location 1** – Name and complete address where live event will take place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State Assembly Board Members or Teller Committee at Location 1:

\_\_\_\_\_

**Location 2** – Name and complete address where remote viewers will be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State Assembly Board Members or Teller Committee at Location 2:

(For a Live Conference when elections are held Board members or non-Board members to serve as Tellers must be present at 2nd location. This also applies to delegate/alternate elections by the State Assembly's membership.)

\_\_\_\_\_

**1) Will Location 2 Have broadcast in its entirety?**

**2) What type of system used for registering attendees and in keeping track of their attendance? (e.g. WebEx, etc.)**

**3) Type of reporting, analytics, post-program evaluation, and quiz at the end to ensure proper participation?**

**4) How will audio be handled? (e.g. dial-in, VoIP, etc.)**

**5) For Live Conferencing, will the teleconferencing participants be able to ask questions too?**

**6) Will the event be available for later viewing for continuing education credit(s)? How long? (Not a requirement)**

\_\_\_\_\_

**SUBMIT FORM BY EMAIL ATTACHMENT TO [stateassembly@ast.org](mailto:stateassembly@ast.org)**

If you did not receive a confirmation email within three business days, AST did not receive and please resubmit.