



**THE CANADIAN SOCIETY OF
ENVIRONMENTAL BIOLOGISTS**

Website: <http://www.cseb-scbe.org>

Presenter's Guide to CSEB Webinars

Dear Presenter/Panelist,

CSEB aims to present high quality research and environmental information to as large an audience as possible. In order to be able to make our webinar a success for you and for your audience, the CSEB needs to receive some basic information **at least 30 days in advance of the scheduled webinar**. This should take no more than 20 minutes of your time.

Please assist us by providing the following information. This information is required by our webinar platform (Citrix/GoTo Webinars) **without this information we cannot schedule the event**. If you do not provide it in a timely manner, we may have to improvise, and cannot guarantee your satisfaction:

1. Short Title
2. Short Description of the talk (50-100 words)
3. A picture related to the subject
4. A small picture of the speaker (100x100 pixels)
5. A short biography (50-100 words)
6. Specify your chosen date and regional time. All webinars are broadcast from Courtenay BC. Any time you provide will be adjusted by Citrix to Vancouver, BC time.

If you are not familiar with the GoTo Webinar platform, please feel free to schedule a separate 15 minutes practice session with me, before the scheduled date of the webinar.

CSEB looks forward to making this a positive experience for you and the participants,

Loys Maingon (CSEB Webinar host)

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