

**Subject: 2021 Webinar Series focused on National Platforms in EM/DR**

**Dear Guest Speaker,**

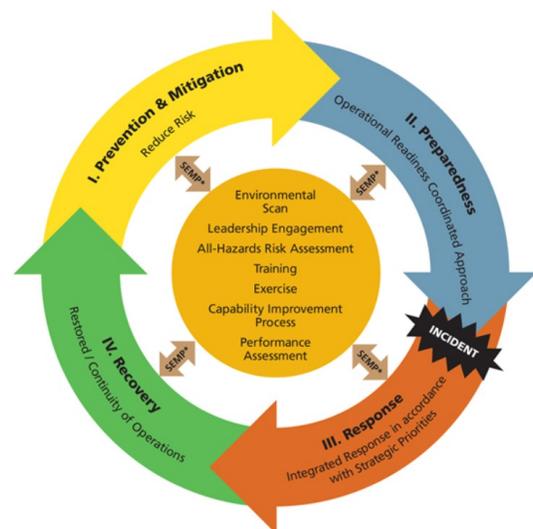
First, thank you for your time and willingness to contribute to the webinar series sponsored by The International Emergency Management Society and Capacity Building International. Your contribution to the community discussion about national models and unique international aspects of emergency management will support not only growth and understanding of the community, but also global awareness.

The idea behind the concept is fairly simple, we would like to conduct a monthly webinar series throughout 2021 focused on the various national platforms in emergency management and disaster response. The objectives of which are the following:

1. **Engagement and Discussion.** Particularly with those in the EM/DR field, especially of those from a US based audience, to highlight the various models in use by different countries, expand on ideas and concepts, share information and best practices.
2. **Expansion of Ideas.** Ideally move beyond the notion there is a “right way” and “wrong way” with regards to Emergency Management and expand the viewpoint of those in the US EM/DR community that other options are available, there are different models, and ideas in the field.
3. **Foster Cooperation.** By providing a platform for discussion, grow and engage a community of professionals, aspiring professionals, and interested persons in the EM/DR field. Identify resources, tools, experiences, and programs that are beneficial and add value to the community.

As for presentation guidelines, we are very flexible on the requirements as the guest speaker needs flexibility to address or highlight key issues. However, there are requests from the community to cover to some extent the following topics:

- Integration of EM “phases” into national concept such as response, mitigation, recovery, and preparedness. Are these integrated in other national models?
- National perspectives on community preparedness, society, training, and exercises.
- Disaster Logistics and Logistics Management
- References in case others would like to follow up after the webinar (resources, websites, slides, etc.)



**Presentation Guidelines:**

Guest speakers have the flexibility to adapt the presentation to their requirements, and ideally incorporate the requested topics above. With that in mind and in appreciation of the limited time for presentation and Q&A with attendees, below are the timing guidelines to ensure a structured experience. Total time for the webinar event will be limited to **60 minutes**.

1. Introductions – 5 Mins
2. National Model Presentation – 30 Minutes
3. Webinar Panel Questions and/or Comments – 5 Minutes
4. Attendee Questions – 15 Minutes
5. Closing Remarks – 5 Minutes

**Q&A Procedures:**

During the webinar attendees will be instructed to ask questions via the Q&A section in the Zoom platform. The Questions will be captured and organized by the panelists while the speaker is presenting and will be available after the presentation has concluded. This will provide a more structured experience to the webinar, however, if the speaker is more comfortable with an open session and allows questions during the presentation then that is available as well.

**Presentation Materials:**

Guest speakers are requested to provide the presentation in advance in order to ensure there are no technical issues. In order to ensure the presentation remains the property of the speaker, and the speaker retains control of the presentation, it is advised to share a read only link via online platforms such as Dropbox, Google Drive, One Drive, etc.

**Speaker Biography:**

Guest speakers are asked to provide a short biography (up to 400 characters) along with a profile photo in order to prepare the webinar registration page.

**Contact Information:** For any questions or concerns please contact:

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