



## Instructor Overview

### What is an ITE Web seminar?

A Web seminar is a PowerPoint presentation viewed over the Internet and the oral piece of the presentation is heard via touch-tone telephone or VoIP (computer speakers). A copy of the PowerPoint presentation and supplemental materials are provided prior to the course. At the conclusion of the course participants are given a quiz to test material retention.

### What is the difference between a Web seminar and a briefing?

Web briefings are conducted in the same manner; however, they are primarily for information sharing to address “hot topics.” A PowerPoint presentation is provided to participants. Participants do not receive a student supplement and are not required to take a quiz.

**Length of Web Seminar/Web Briefing:** 90 minutes. We recommend the presentation of material to last a maximum of 75 minutes, with 15-30 minutes reserved for questions and answers.

**If you are able to complete all of the below with each of its requirements, then you are ready to be an ITE Web instructor!**



Submit course proposal (including course objectives) to ITE.



Sign and return a letter of agreement and transfer of copyright to ITE. These documents should be submitted within one week of receipt.



Submit short biography and jpeg photo to ITE within one week of scheduling course date.



Submit PowerPoint presentation three weeks prior to course date. Please refer to “PowerPoint Requirements” for more detail.



Provide references for all non-original or non-ITE content (i.e. photos, graphs, tables, text)



Submit 15-20 quiz questions with answers two weeks prior to course date (for web seminar instructors only). Please refer to “Quiz Questions” for more detail.



Submit the student supplement three weeks prior to course date. Please refer to “Student Supplement” for more detail.



Attend a pre-web seminar instructor tutorial (15 minutes).