**MLA Webinar Site Sponsorship Application**

The Network of the National Library of Medicine (NNLM) Region 6 will **sponsor up to ten (10) institutional registrations** **for MLA webinars each quarter.** In order to be eligible for sponsorship, your institution must:

1) Have the personnel to administer the webinar and access codes to registrants

2) Complete a short evaluation form following the sponsored webinar for the Region 6 office

3) Have not hosted a previous MLA Webinar during the same quarter (only one sponsorship per institution per quarter)

Additional information surrounding sponsorship through the Region 6 office is:

* Coordinate the distribution of CE codes to attendees. Region 6 will purchase a site license registration, which includes a maximum of 25 CE codes for 25 individuals.
* Participants are not required to attend the live broadcast, but may attend remotely at another location or at another time using the access code provided by the site
* Region 6 will endeavor to provide equal distribution across our seven states, based on the applications received

**Webinars available for sponsorship (Third Quarter – November - January):**

# Clean & Tidy Data: Getting Started with Spreadsheet Data (January 20th, 1:00pm – 2:30pm CT)

# Using EndNote for Librarian-Mediated Systematic Review Searches(January 25th, 1:00 – 2:30pm CT)

Site location:

Site coordinator:

Institution (if different from site location):

Mailing address:

City/State/Zip code:

Telephone: Fax: Email address:

**A note about accessing recorded webinars:**

For full details regarding MLA’s site license and restrictions, please see: <http://www.mlanet.org/site-license>. Your signature below indicates that you have reviewed and understand the terms of this agreement.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Frequently Asked Questions:**

1. **Is there a limit to the number of people who can view the webinar?**
	1. No! An unlimited number of people can view the live webinar and recorded webinar (for 180 days). There is a limit to the number of people (25) who can get CE for attending.
2. **So individuals no longer have to be present and in-person to join our sponsored webinar?**
	1. Correct! With a site license you can have as many people as you like watch the webinar live, remotely, or view the recording for up to 180 days. Although you can have an unlimited number of people view the webinar **the Region 6 funding option only provides 25 codes for CE Credit**, meaning only 25 individuals can claim CE for viewing the webinar.
3. **I want to provide feedback about the quality of the webinar. Who do I contact?**
	1. All feedback should be directed to MLA: medlib-ed@mail.mlahq.org.The Region 6 office is not involved with the production or running of the webinars, so we can’t help!
4. **We are having technical issues. Help!**
	1. Start with your IT department and then [contact MLA](http://www.medlib-ed.org/about/contact). The Region 6 office is not involved with the production or running of the webinars, so we can’t help!
5. **I don’t fully understand the site-license process. Can you help explain it?**
	1. It’s confusing! Start with this link (<http://www.mlanet.org/site-license>) if you have more questions please [contact MLA](http://www.medlib-ed.org/about/contact).
6. **I don’t fully understand the Region 6 role in this process. Can you help explain it?**
	1. Sure! Our involvement is limited. All we’re doing is paying for your site license. We aren’t involved in the production or running of the webinars.