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**WEBINAR REQUEST FORM**

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| **Faculty / Department / School** |  |
| **Name of the Faculty Member Inviting Speaker(s)** |  |
| **Name(s) of Invited Speaker(s)** |  |
| **Email(s) of Invited Speaker(s)** |  |
| **Date of Webinar**  |  |
| **Time of Webinar**  |  |
| **Subject of Webinar**  |  |
| **Webinar Class / Hall (if applicable)** |  |

* Before webinar sessions, we will orient you to the system (Adobe Connect) so that you can use it with ease, and we will also offer pedagogical support about the integration of webinars into classroom teaching.
* Since we will contact the invited speaker(s) on behalf of you, it is highly recommended that you get in touch with them in advance.
* It is critically important for CTL to be informed about your webinar requests at least 1 month in advance to avoid overlaps among departments, faculties and English language school.
* During webinars, it is possible to gather the invited speaker and participants in a class or a hall. In such cases, arrangements for classes or halls should be made by the department, faculty or English language school.
* It is advisable to check availability of halls and times for webinars simultaneously.
* For further assistance, please feel free to call us on 5850315 or contact by ctl@tedu.edu.tr.

**Best Regards,**

**Center for Teaching and Learning**