



SPONSORED WEBINAR AGREEMENT

Webinar fees:

\$2,000 flat fee per one-hour (50-minute) educational webinar.

Fees include:

- Presentation of a one-hour (50-minute) educational webinar by a qualified sponsoring company representative offered for free CPE to members MNCPA member
- Company logo on each presentation slide
- Webinar listed on MNCPA website
 - ⇒ Webinar description page
 - ⇒ Featured news item on CPE homepage
 - ⇒ CPE online catalog
 - ⇒ Listed on mncpa.org/freecpe
 - ⇒ Recording saved for one-year on mncpa.org/archivedwebinars
- Webinar promoted in two emails to targeted MNCPA members. One will be a dedicated email.
- Inclusion of additional resources text and contact information in one-follow-up email sent by the MNCPA to webinar attendees
- Attendee list for follow-up mailing by sponsoring company
- (List contains name, company and mailing and email addresses).

Prepare an outline of your proposed presentation and presenter's biography and submit with order form. By doing so, presenter/sponsor agrees to present factual information during presentation and avoid outright solicitation of business from webinar attendees.

This cannot be a demonstration of your products or services. Presenter is prohibited from claiming to be sole or best provider of services being described.

Terms and conditions of both parties:

MNCPA agrees to:

- Provide webinar platform and moderator.
- Ensure requirements are met for continuing professional education (CPE).
- Work with sponsoring company to determine best date/time for both parties.
- Manage registration (Note: MNCPA cannot guarantee registrations).

Sponsor agrees to:

- Provide a 30-second to one-minute self-introduction.
- Provide webinar materials in a timely manner; no less than 10 business days prior to webinar.
- Provide marketing copy no later than 6 weeks prior to webinar.
- Provide one qualified presenter.
- Provide biography of speaker/presenter no later than 6 weeks prior to webinar (if different than one given at time of committing to webinar).
- Create handout materials for attendees based on webinar slides.
- Provide logo and company link.
- Provide contact information for follow-up emails.

Payment and cancellation and refunds:

Payment is due at time of registration. Sponsor understands that webinar will not be cancelled, or a refund given due to low registrations. Return refunds may be given based on acts of God or illness unless prohibits webinar to take place. This will be handled on a case-by-case basis.

MNCPA reserves the right to refuse content which does not meet CPE standards, not beneficial to MNCPA members or contains inappropriate content.

Questions? Contact Leslie Mueller, strategic partnership specialist at 952-885-5520 or by email at lmuellet@mncpa.org.



Elevate your impact.



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Today's date _____

Date of webinar. To help us with scheduling, please provide two date options (include day of the week)

Option 1: _____ Option 2: _____

MNCPA webinars are best presented mid-morning from 12–12:50 p.m. Please let us know if you would prefer another time.

Company information

Company/Firm name: _____

Contact name: _____

Address: _____ City _____ State _____ Zip _____

Contact phone number: _____ Contact email: _____

Webinar presenter(s). If more than one presenter, list all names:

Proposed topic(s):

Ideal audience. Who most likely would attend this webinar? *(please check all that apply)*

Corporate accounting positions/audience: <input type="checkbox"/> CFO/CEO <input type="checkbox"/> Accounting manager <input type="checkbox"/> Financial planner <input type="checkbox"/> Controller/Comptroller <input type="checkbox"/> Internal auditor <input type="checkbox"/> Other (please explain) _____	Public accounting positions/audience: <input type="checkbox"/> Managing partner from a CPA firm <input type="checkbox"/> Manager at a CPA firm <input type="checkbox"/> Tax professional <input type="checkbox"/> Audit professional <input type="checkbox"/> Young professional (certified less than 10 years) <input type="checkbox"/> Other (please explain) _____
<input type="checkbox"/> General audience. This webinar would interest any accounting and finance professional.	

Return form to Leslie Mueller, strategic partnership specialist, at lmueller@mncpa.org. An invoice will be sent upon confirmation with payment due upon receipt of invoice.