



CIEEM Webinar Guidelines

1. Purpose

The primary purpose of CIEEM webinars is to support members' Continuing Professional Development (CPD). Webinars are intended to provide structured, high-quality learning and training opportunities that contribute to professional competence within the ecological and environmental sector.

All webinars must be clearly aligned with the [CIEEM Competency Framework](#), demonstrating relevance to one or more competency areas. However, we will also consider hosting webinars on topics that, while not easily mapped to the Competency Framework, address issues of broader professional importance to members - such as wellbeing.

2. Educational Focus and Learning Outcomes

Webinars must be educational in nature and designed to meet defined training objectives. Each webinar must:

- Be delivered for training and professional development purposes.
- Have clearly defined learning outcomes, which are communicated to delegates in advance.
- Demonstrate how the learning outcomes support CPD and competency development.

3. Format and Duration

- Webinars should have a standard duration of approximately one hour, inclusive of any question-and-answer session.
- Content should be structured and delivered in a professional and accessible manner.
- Webinars should have clear learning outcomes and be linked to the competency framework.
- Drop-in sessions and online networking session events might be more appropriate for our member network events. Please still contact us to discuss further.

4. Delegate Fees (Standard Webinars)

- A nominal delegate fee shall apply to both members and non-members.



- Fees should be set at a level that reflects the CPD value of the webinar while maintaining accessibility.
- Should a presenter require a fee then the delegate fee will be adjusted accordingly.

5. Administration and Delivery Arrangements

CIEEM will manage all administrative and technical aspects of the webinar, including:

- Delegate correspondence and communications.
- Registration and booking processes.
- Hosting the webinar via the CIEEM Zoom webinar account.
- Providing access to a recording of the webinar after the event for delegates who have booked. This can also be available via our YouTube channel after the event for a small fee.

6. Content Standards

CIEEM reserves the right to review webinar content in advance to ensure:

- Alignment with CPD objectives.
- Consistency with the CIEEM Competency Framework.
- Compliance with CIEEM's professional and ethical standards.

The Presenter is responsible for:

- Completing the webinar form
- Providing slides and including any standard slide/s provided by CIEEM
- Giving permission to distribute slides afterwards so that we can distribute these with the recording to booked delegates.
- Answering as many questions as possible in the time and confirming if they are happy to answer further questions by email.

7. Webinar Support and Interaction

CIEEM will provide support during the live webinar by:

- Moderating and managing Q&A sessions if required.
- Supporting the use of interactive features, such as polls, where appropriate.
- Recording the session.