**HBMA LIVE DETAILS FORM**

Please submit information for using this form and return to [info@hbma.org](mailto:info@hbma.org)

The details forms will be sent on to the Education Committee for review and approval prior to being posted / advertised on the website.

**HBMA Live Topic:**

**Speaker Name(s) and Credentials:**

**Speaker(s) Contact Information:**

Email:

Phone Number:

Company:

Title:

Professional Designation:

Website:

Demos:

**Total Education Time** (Note: HBMA Live cannot exceed 30 minutes)**:**

**Content Description** (1,000 character limit)**:**

**Presenter #1 Bio** (1,000 character limit)**:**

**Presenter #2 Bio** (1,000 character limit)**:**

**Proposed Date(s) and Times (PST/PDT)\*\*:**

**Postponement Date(s) and Time (PST/PDT)\*\*:**

In the event the webinar needs to be postponed for any circumstance (low registration, instructor illness, emergency etc.) please provide secondary dates.

\*\*The national office will make efforts to accommodate proposed dates; however, final dates will be determined based on currently scheduled HBMA Lives. This is to avoid the overlapping of offerings.