



# Fact Sheet

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## Information for Webinars

Webinars can be effective alternatives to in-person meetings or presentations. They also can be recorded to allow a wider audience to access information than might have been possible in an in-person event. Consequently, many COPS Office award recipients may choose to offer webinars in addition to or instead of in-person training sessions. This fact sheet is intended to aid award recipients in producing webinars as part of their project deliverables.

As with other sponsored knowledge products, webinars produced with funding from the COPS Office are expected to include on any slide deck or advertising materials the COPS Office logo (see the Logo Guidance fact sheet at [https://cops.usdoj.gov/pdf/training/Logo\\_Guideline\\_FactSheet.pdf](https://cops.usdoj.gov/pdf/training/Logo_Guideline_FactSheet.pdf) for information about correct use of the COPS Office logo) and the standard disclaimer language:

This project was supported, in whole or in part, by **cooperative agreement / grant number XXXX-XX-XX-XXXX** awarded to [awardee] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), the contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s), the contributor(s), nor the COPS Office can vouch for their current validity.

## Resources

The COPS Office has created a template for a slide deck that you may use for your webinar (see figure 1; the slides can be found at [https://cops.usdoj.gov/pdf/webinars/COPS\\_webinar\\_PowerPoint\\_template.pptx](https://cops.usdoj.gov/pdf/webinars/COPS_webinar_PowerPoint_template.pptx)).

Figure 1. Webinar template slides



### **Webinar requirements**

For advertised events, award recipients are expected to follow the Marketing Guidelines developed for COPS Office–sponsored training events ([https://cops.usdoj.gov/pdf/training/Marketing\\_Guidelines\\_FactSheet.pdf](https://cops.usdoj.gov/pdf/training/Marketing_Guidelines_FactSheet.pdf)). Your COPS Office program manager can work with you to ensure your webinar is advertised through COPS Office channels.

If your webinar will be recorded for future replay, the recording must be submitted to the COPS Office for review and vetting before public release. You and your project manager may also discuss options for posting the webinar recording on a COPS Office platform (such as the COPS Office YouTube channel or the COPS Training Portal) and additional promotional activities once it is ready for release. For recordings that will be posted on a COPS Office platform, the audio track must be made compliant with section 508 of the Rehabilitation Act of 1973 (closed captioned) prior to submission.

To ensure sufficient time for review and approvals prior to public advertisement, award recipients should plan to have all materials submitted to their program manager at least four weeks in advance of their preferred webinar date. Award recipients should not advertise webinar events prior to COPS Office approval.

### **Contact the COPS Office**

For more information about COPS Office programs and resources, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).