

## CPD Event Approval for Live-streamed Events & Webinars

We manage approval of live-streamed events and live webinars via the live event approval system. If you would like to make an application, or change an existing live event format to a live-streamed event or live webinar, please attach supporting information for the requirements below in Step 7 (File Uploads) of your application. Please note that usually approval would be only for the live event which should therefore have a live component (i.e. an online audience). However, we have made additional considerations related to COVID-19 below.

### Live Streaming and Webinar Requirements

#### All events:

1. Please provide written confirmation that speakers will be introduced and that they will show a slide declaring their interests (unless they have none). This is usually a speaker's first or second slide. One option is to upload the declaration of interest slides for all speakers.

#### Commercial events and those with sponsorship:

2. Please upload the title slide for the event and if there is a standard slide template for the event please provide a copy of this.
3. Please provide a screenshot of how the presentation will appear when broadcast (for example there may be a window showing the presenter and a window for the presentation. If you plan to include standard text in the screen template, this should be included in the submission. Please note that advertising and names of products are not permitted). If you are not able to provide a screenshot at the time of application, please provide any text you plan to show in the screen template.
4. It is advised to include a statement relating to financial support for the meeting at the beginning of the event. The support should be in the form of an unrestricted educational grant. We advise against using a company logo. Please see an acceptable example below.

**COVID-19, Burnout and Wellbeing  
Webinar Series**  
10 June 2020

This educational event is supported by an unrestricted grant from xyz  
commercial organisation.

## Definitions:

Live webinars are live online educational presentations with an interactive component during which participating (remote) viewers can usually submit questions and comments. Sometimes the interactivity involves a voting application (App).

Live-streamed events are streamed live events usually comprising of a lecture or a series of lectures. There may or may not be interactivity with the remote audience.

Archived live webinars and archived live-streamed events are the recorded versions of live webinars and live-streamed events respectively.

## COVID-19 Update Relating to Live Streaming and Webinars

During the current pandemic, busy consultants may not be able to tune-in to your event live. Therefore, when the Federation approves a live-streamed event or live webinar during the current pandemic, we will also approve access to the archived version for four weeks after the event date. The number of credits will be the same as for the live event. Participants accessing the archived version of the event may record this in their CPD diary using the approval code provided for the live event for up to four weeks after the event date.

## Live-streamed Lectures and Webinar Programmes

The Federation will approve programmes of streamed lectures or webinars in a broadly equivalent way to a single day event. Therefore, if a provider submits a single application with a programme of events on different dates, each of which lasts no more than 2 hours, up to 6 hours of CPD will be approved for the one day live event fee for that category of application (commercial or non-commercial). When filling out the application form, we recommend submitting with the title of the programme under step 1 and adding each event with dates under step 2. Due to technical limitations within our system we would need to manually override the fee so please contact the CPD team before making payment if you are submitting an application for a live-streamed event or webinar programme.

	1-day event OR (up to 6 hours)	2-day event OR (up to 12 hours)	3-day event OR (up to 18 hours)
Commercial or For-profit organisations <i>* This includes commercial organisations applying for, or organising the event on behalf of, a non-commercial or charitable organisation.</i>	£355.00+VAT	£710.00+VAT	£1065.00+VAT
Non-Commercial with attendance fee and/or an educational grant/sponsorship	£50.00+VAT	£50.00+VAT	£50.00+VAT
Non-Commercial with no income stream	£35.00+VAT	£35.00+VAT	£35.00+VAT

## Archived Webinars

For providers seeking approval beyond the four-week period after their live-streamed event or webinar, we now have a policy in place to include additional archived webinar approval for a modest additional fee. Please refer to this [document](#) for complete guidance.

For further queries, please contact [CPDApproval@rcplondon.ac.uk](mailto:CPDApproval@rcplondon.ac.uk).