**Type of Event** (webinar, workshop, networking, etc.):

**Title:**

**Date of Event:**

**Time of the Event** (include time zone):

**Speaker Name and Credentials** :

**Speaker Contact info** (address, cell phone, and email):

**Speaker bio** (100-200 words):

**Speaker Social Media handles for promo** (optional):

**Short Event Description** (40 words or less):

**Detailed Event Description** (do not indicate “same as above”):

**3 Performance Indicators:** ([reference](https://public.3.basecamp.com/p/725W2vpGVbQMrV8kyxzKmhwq))

**Learning Objectives**: (Specific, measurable. “At the end of this virtual workshop, attendees will be able to:”)

**Indicate CPE Level:**

Level 1: Little or prior knowledge of subject

Level 2: General knowledge of literature and professional practice in areas covered

Level 3: Thorough knowledge of literature and professional practice in areas covered

**CPE Hours (1 hour = 1 CPEU):**

**Is this event sponsored?**

**If “ethics” will be covered during the event, please complete the below.**

#### State which Principle(s) and Standard(s) from the [Code of Ethics for the Nutrition and Dietetics Profession](https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf) will be addressed in the CPE activity:

#### Will any case studies be utilized to explain the Code of Ethics? If yes, please provide examples here:

**FOR STAFF INTERNAL USE ONLY:**

Zoom Link for Event:

Accounting GL Code for Revenue:

Fee Structure (standard webinar fees listed below, update if needed):

• DPG Members: $0

• Academy Members: $24

• Non-Academy Members: $54