

- Video file sizes under 500 MB (we recommend breaking up longer videos into 15-20-minute sections/chapters. If you need assistance, please contact us)
- Downloadable supporting documents/handouts are welcomed, in pdf format.
- To be eligible for CPD points, content should be a minimum of 30 minutes long.
- Videos can be sent to HAVAN via Dropbox, USB or other portal (for more information, contact Vanessa Swanson, Manager of Online Education and Marketing: vanessa@havan.ca).

SUBMISSION OF PROPOSALS

Companies interested in partnering with HAVAN must submit a proposal, in writing, to the Education and Training Committee, detailing:

- The session's topic
- Summary and learning objectives
- Target audience
- Session format (online course, pre-recorded webinar, instructional video,)
- Duration of session
- Speaker(s): name, title and brief bio
- Background of company/organization
- Contact information for student follow-up
- If available, a copy of the online content to be submitted with the proposal
- If available, a list of past clients as references

A content proposal form is available on the following page of this document.

All proposals will be discussed and approved/require changes/declined by the Education and Training Committee. If the Committee requires additional information from the provider, then the proposal will be tabled until the information is submitted. A provider may be invited to attend a Committee meeting if the Committee agrees the proposal requires further clarity.

HAVAN will notify the provider whether the proposal is approved or declined, either via email or phone. In cases where the provider was contacted by a Committee member (or the member has a personal contact with the provider), the member may wish to inform the provider about the Committee's decision.

If not approved, the provider may submit another proposal in the future, at which time will undergo another review by the Committee.

FOR MORE INFORMATION

If you have additional questions about production, content, or submissions, contact Vanessa Swanson, Manager of Online Education and Marketing (vanessa@havan.ca; 778-373-9785).



HAVAN eLearn Member Content Proposal Form

Submitter Name:

Company Name:

Submitter E-mail:

Submitter Phone:

Type of Content:

- Online course
- Pre-recorded webinar
- Instructional video
- PowerPoint voice-over
- Other (please specify) _____

Content Proposal:

(Reminder that content must be relevant/tailored to the residential construction industry and be information-based)

Session topic:

Summary and learning objectives:

Target audience:

Duration of session:

(minimum 30 minutes for CPD approval)

Speaker(s) info:

Name:

Title:

Brief bio:

Company/organization description/overview:**Contact information for student/viewer follow-up (information/links will be published on the eLearn website, with your course content):**

Name:

Title:

Phone:

E-mail:

Website:

Copy of Content

If the content is already available for viewing, include a link or a copy of the online content to HAVAN along with this submission form for review (vanessa@havan.ca). Questions? Contact Vanessa Swanson, Manager of Online Education and Marketing, 778-373-9785.

Past client references

HAVAN may request references from clients who have taken your online course. If you would like to include references, please list them below.

Reference #1:

Name:

Company:

Contact Info:

Reference #2:

Name:

Company:

Contact Info: