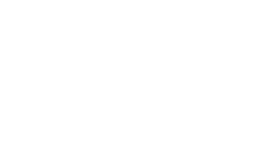
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**Catch and Release**

Webinar Information Sharing Template

|  |  |  |
| --- | --- | --- |
| Name: | Email: | Organization/Unit: |
| Title of webinar/session |  | |
| Host group/individual |  | |
| Moderator/presenter(s) &  organization/unit |  | |
| Target audience |  | |
| # of participants | Not sure | Approximate: | |
| Recorded? | yes | no Link: | |
| Software (Webex, Zoom, etc.) |  | |
| Notable tools/features/ accommodations |  | |
| Presenters’ main points |  | |
| Key words |  | |
| Key takeaways |  | |
| Benefits to organization/unit & partners |  | |
| Next steps/actions /follow up  (share with?) |  | |
| Notes: other thoughts |  | |