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**Catch and Release**

Webinar Information Sharing Template

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| --- | --- | --- |
| 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 |  |