

BUREAU OF JUSTICE ASSISTANCE FACT SHEET

WEBINAR GUIDELINES FOR BJA GRANTEES

Webinars offer an efficient, cost-effective way to share important information and deliver training and technical assistance to Bureau of Justice Assistance (BJA) audiences nationwide. Webinars can also be recorded to provide more people with access to critical information than would be possible through an in-person event.

If your organization is using BJA funds to produce or market a webinar, all materials must meet the following requirements.



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BJA Logo: The BJA logo, accompanied by the Office of Justice Programs (OJP) seal, must appear on all content developed and/or marketed using BJA funding. Pre-webinar advertising, presentation materials used during the live webinar, and recordings and other materials posted online after the webinar must include the BJA logo accompanied by the OJP seal. The [BJA Branding Guidelines](#) offer specific details on how these logos should appear.

Presentation Template: Grantees should ask their BJA Program Manager for permission to use the [BJA PowerPoint template](#) to format all presentations delivered through a webinar. This ensures visual and brand consistency. Your Program Manager can also provide the template file. A PDF of the final presentation slides for all speakers should be provided to your BJA Program Manager to get approval from the BJA Communications Office along with other post-event materials.

Disclaimer Language: The following standard disclaimer language should be included in introductory webinar slides and as part of the recording and any other materials posted online:

This project was supported by Grant [or Contract] No. <AWARD NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this webinar are those of the presenter(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Marketing and Approval Process: It is critical that training and technical assistance partners give BJA adequate time to comment on and contribute to all public communication regarding the work being performed under a BJA grant or cooperative agreement. To ensure sufficient time for review and approval, submit all materials to your BJA Program Manager at least four weeks in advance of the proposed webinar date. Do not advertise webinars prior to receiving BJA approval of the communication materials.



Your BJA Program Manager can work with you to ensure your webinar is advertised through BJA channels. Any marketing materials created by the grantee (e.g., web pages, e-newsletters, social media posts, infographics) must prominently display the BJA logo with the OJP seal. Read [Communicating Your Message: How To Market BJA-Funded Programs and Deliver Content](#) for more details.

Post-Event Files: If your webinar will be recorded for future replay, the recording must be submitted to BJA for review and vetting before public release. You and your BJA Project Manager may also discuss options for posting the webinar recording on BJA online platforms, such as YouTube, and additional promotional activities once it is ready for release.

Webinar recordings that are to be posted online must include a video file, edited transcription file, and closed-captioned file. If the PowerPoint presentation will be posted separately, it needs to be formatted as a 508-compliant PDF. It is the responsibility of the grantee to create these materials. If the grantee is unable to complete one or more of these items, a request for assistance with webinar materials should be submitted to your BJA Program Manager and the BJA Communications Director at least two weeks prior to the date of the webinar. More details on the format for each of these files can be found in [Communicating Your Message: How To Market BJA-Funded Programs and Deliver Content](#).

Section 508 Compliance: Materials created using BJA funds must conform to Section 508 accessibility requirements to be posted online. Under Section 508 of the Rehabilitation Act of 1973, federal agencies must provide people living with disabilities access to electronic information comparable to the information accessible to other people. See [BJA's General 508 Guidance for Publications and Videos](#) for more details.

Information on media 508 compliance and captioning can be found on the [Understanding WCAG 2.0 website](#). For more information about Section 508 requirements, visit [Section508.gov](#).

ABOUT BJA

BJA helps America's state, local, and tribal jurisdictions reduce and prevent crime, lower recidivism, and promote a fair and safe criminal justice system. BJA provides a wide range of resources—including grants, funding, and training and technical assistance—to law enforcement, courts and corrections agencies, treatment providers, reentry practitioners, justice information sharing professionals, and community-based partners to address chronic and emerging criminal justice challenges nationwide. To learn more about BJA, visit bja.ojp.gov or follow us on Facebook (www.facebook.com/DOJBJA) and Twitter ([@DOJBJA](https://twitter.com/DOJBJA)). BJA is a component of the Department of Justice's Office of Justice Programs.