

Virtual Professional Development Guidelines 2017- 2018

Overview

NERCOMP Virtual Professional Development Opportunities (PDOs) are one hour webinars that feature a speaker(s) on a particular topic. Each webinar has a Professional Development Coordinator (PDC). The PDC is the person (or people) who plan and coordinate the event with the support of NERCOMP staff. The PDC may also be the speaker. Virtual PDOs are presented on GoToMeeting and are recorded.

PDC Responsibilities

- Send an email message to NERCOMP staff indicating that you agree to serve as PDC for the event. Your message must include the following:
 - The title and date of the workshop
 - State that you have read and understand these Professional Development Guidelines
 - Send your message to nercomp@nercomp.org
- Participate in a planning call with NERCOMP staff and experienced PDCs to talk through the event and address any questions. Calls will be scheduled for all first-time PDCs, and are available upon request for returning PDCs.
- Organize and plan the virtual event
 - Provide NERCOMP staff with the information below in a timely manner. All PDCs will receive email notifications providing the dates by which NERCOMP must have this information:
 - The name of the workshop
 - An abstract of 150 words which will be used to promote the event
 - One to two key learning objectives and/or takeaways
 - A list of speaker(s) and their email address
 - A brief bio, 200 words or less for each speaker
 - Seek approval for any reimbursable expenses (if applicable) with the NERCOMP staff
 - One week prior to the virtual workshop, participate in a dry run session on GoToMeeting with NERCOMP staff
 - Introduce speaker and/or present at the workshop as well as assist with the facilitation of the workshop

NERCOMP Responsibilities

- Coordinate a date and logistics for the workshop, including sending out access information and managing evaluations
- Assure that speaker has the necessary equipment, order and send headset if necessary
- Coordinate dry run session one week prior to the actual workshop
- Provide any necessary technical assistance
- Assist with the facilitation of the workshop
- Record and post the virtual workshop on the web site

Payment Information

- The total stipend for a virtual PDO is \$100, payable upon successful completion of the workshop. PDCs may opt to receive credit for a future NERCOMP event in lieu of payment. If the PDC is not the speaker, PDC may designate funds go to the speaker.

Cancellations

NERCOMP reserves the right to cancel any virtual PDO. NERCOMP will notify the PDC upon finalizing a cancellation decision.