

## In-Person Professional Development Guidelines 2020- 2021

### Overview

NERCOMP refers to its professional development workshops as Professional Development Opportunities (PDOs). PDOs are one-day workshops that feature speakers and panel discussions around a topic of shared interest. Each workshop 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 also facilitates the workshop on the day of the event.

### PDC Responsibilities

- Send an email message to the 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](mailto:nercomp@nercomp.org)
- Participate in a planning call with the 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 event
  - Provide the NERCOMP 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
    - Three key learning objectives and/or takeaways
    - A list of speakers and their email addresses
    - A detailed agenda for the day
    - An image to use on the event page
  - Seek approval for any reimbursable expenses (if applicable) with the NERCOMP Director of Operations
  - Identify and coordinate the speakers. Everyone should know who is presenting, the order of presenters, and how their content fits into the full workshop
  - Coordinate all slides and materials in advance. Review for quality and avoid duplicate information
  - Discuss presentation styles and engagements strategies with all speakers
- Oversee the event and evaluation process
  - Attend the workshop
  - Manage the agenda, introduce speakers and facilitate as needed throughout the day
  - Encourage participants to complete the online evaluation
  - Share evaluation summaries with speakers upon receiving them from NERCOMP

### NERCOMP Responsibilities

- Coordinate a date, location and logistics for the workshop, including evaluations
- Process all vendor bills or other expenses
- Provide any follow-up and post information pertinent to the workshop on the web site

### Payment Information

- The total stipend for a one-day PDO is \$500, payable upon successful completion of the workshop. Payment may be shared if there is more than one PDC. PDCs may opt to receive credit for a future NERCOMP event in lieu of payment.
- PDCs organizing events that utilize a professional trainer receive a total stipend of \$250. Please note that professional trainers must be preapproved by the NERCOMP Director of Operations. PDCs assume full responsibility for working with the trainer.

## Registration Information

- NERCOMP typically waives the registration fee for PDCs and up to 5 speakers (most workshops have 4-5 speakers). PDCs may request approval for additional waivers. NERCOMP reserves the right to limit 1) the number of registration waivers that will be granted to a single institution, and; 2) limit the total number of registration waivers that will be granted for any PDO.
- At the request of the PDC, NERCOMP will waive the registration fee for up to two guests to attend the workshop. The registration fee will be waived for one guest at events utilizing a professional trainer.

## Speaker Expenses and Honorariums

- Speakers may be reimbursed for expenses. If their commute to the workshop location is more than 3 hours one-way NERCOMP will reimburse the speaker for lodging (room only) and up to \$30 for meals.
- Airfare or mileage reimbursement at the federal mileage rate may be requested. Incidentals are the responsibility of the speaker. PDCs must seek advance approval from NERCOMP to provide a speaker with reimbursement.
- NERCOMP PDOs are intended as a forum for a collegial exchange of ideas, best practices and information sharing. On rare occasions, NERCOMP may approve an honorarium in order to secure a speaker with expertise beyond the general NERCOMP community. Requests for honorariums must be directed to the NERCOMP Director of Operations and the Chair(s) of the Professional Development Committee for approval prior to making any commitment to prospective speaker(s).

## Cancellations

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

## Recording PDO Content

PDCs may elect to record or photograph their workshop or portions of it under the following conditions:

- Permission to record or photograph individuals must be secured in advance
- All recording and media preparation is the responsibility of the recorder. NERCOMP does not supply any recording equipment or services.
- Public distribution of any materials must be under a Creative Commons license (see <http://creativecommons.org/licenses/by-nc-sa/3.0/>)
- The name and date of the workshop and its affiliation with NERCOMP must be associated with the content.
- Upon request, NERCOMP must be supplied with a digital copy of any publicly distributed audio or video file.
- The end product complies with all applicable laws regarding content and does not portray NERCOMP or its members in an unduly negative light.

## REMOTE SPEAKERS

While most in-person PDOs are intended as face-to-face experiences, sometimes they may include speakers who participate remotely. In such cases, NERCOMP recommends the following to ensure a positive experience for all participants:

- The PDC is responsible for all coordination, testing and managing equipment for the remote speaker
- Make it clear in the description and/or agenda that the speaker will be participating remotely
- No more than 25% of the workshop should be presented remotely
- Select a tool that is appropriate to the location of your remote speaker and test it in advance. Develop a back-up plan, such as a speakerphone and/or a copy of the presentation that can be managed locally
- Ensure the participants and the remote speaker have viable ways to interact

## Program Development Opportunity Track Coordinator (PTC)

The NERCOMP Program Development Opportunity Track Coordinator (“PTC”) helps to generate and coordinate NERCOMP workshop ideas for a specific program track, to be delivered by other NERCOMP members. The PTC serves as a facilitator, using their connections, resources and individual networks, for developing ideas, mentoring Professional Development Coordinators (“PDC”) and advancing programming ideas for a specific program track.

You may have been selected by a PTC to organize a workshop. PTCs use their networks to assist in the professional development process and expand the range of topics NERCOMP offers. PTCs are also available to you to offer support and guidance.