

Microlearning Burst Professional Development Guidelines 2021- 2022

Overview

NERCOMP Microlearning Burst Professional Development Opportunities (PDOs) are twenty to thirty-minute videos or webinars that feature a speaker(s) on a particular topic. Each Microlearning Burst has a Professional Development Organizer. The Organizer is the person (or people) who plan and coordinate the event with the support of NERCOMP staff. The Organizer may also be the speaker. Microlearning Bursts will be sent to attendees or are presented on Zoom and are recorded.

Organizer Responsibilities

- Send an email message to NERCOMP staff, indicating that you agree to serve as an Organizer for the event. Your message must include the following:
 - o The title and date of the session
 - o State that you have read and understood these Professional Development Guidelines
 - o Send your message to nercomp@nercomp.org or aschack@nercomp.org
- If you are working with a Professional Development Program Track Chair (PTC)-please discuss your plan with them
- Participate in a planning call with NERCOMP staff and experienced Organizers to talk through the event and address any questions. Calls will be scheduled for all first-time Organizers, and are available upon request for returning Organizers.
- Organize and plan the Microlearning Burst
 - o Provide NERCOMP staff with the information below in a timely manner. All Organizers will receive email notifications providing the dates by which NERCOMP must have this information:
 - The name of the session
 - 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 speakers(s) and their email address
 - A brief bio, 200 words or less for each speaker
 - o Seek approval for any reimbursable expenses (if applicable) with the NERCOMP staff
 - o Plan to have at least 20-30 minutes of content
 - o One week prior to the session, participate in a dry run session on Zoom (if using) with NERCOMP staff (experienced Organizers may not need this)
 - o Send any polling questions to aschack@nercomp.org at least one week in advance of the session
 - o Introduce speaker and/or present at the workshop as well as assist with the facilitation of the workshop
 - o Consider how your presentation reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). What assistance do you need to address any concerns?

NERCOMP Responsibilities

- Coordinate a date and logistics for the Microlearning Burst, including sending out access information and managing evaluations
- Coordinate dry run session one week prior to the actual session

- Provide any necessary technical assistance
- Assist with the facilitation of the session
- Record and post the Microlearning Burst on the web site (if not pre-recorded video)

Payment Information

- The total stipend for a Microlearning Burst is \$50, payable upon successful completion of the workshop. Organizers may opt to receive credit for a future NERCOMP event in lieu of payment. If the Organizer is not the speaker, the Organizer may designate funds to go to the speaker.

Cancellations

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