

## Online Workshop Professional Development Guidelines 2021-2022

### Overview

NERCOMP refers to its professional development workshops as Professional Development Opportunities (PDOs). PDOs are a series of Two-Three 1.5-hour webinars that feature speakers and panel discussions around a topic of shared interest. Each workshop 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 also facilitates the workshop on the day of the event.

### Organizer Responsibilities

- Send an email message to the NERCOMP staff, indicating that you agree to serve as an Organizer for the event. Your message must include the following:
  - o The title and dates of the workshop (dates coordinated with NERCOMP)
  - o State that you have read and understood these Professional Development Guidelines
  - o Send your message to [nercomp@nercomp.org](mailto:nercomp@nercomp.org) or [aschack@nercomp.org](mailto: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 the NERCOMP staff and experienced Organizer(s) 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 event
  - o Provide NERCOMP 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 online 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 each session in the series
    - An image to use for social media
  - o Seek approval for any reimbursable expenses (if applicable) with the NERCOMP Director of Operations to identify and coordinate the speakers. Everyone should know who is presenting, the order of presenters, and how their content fits into the full workshop
  - 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](mailto: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 Coordinate all slides and materials in advance. Review for quality and avoid duplicate information
  - o Discuss presentation styles and engagements strategies with all speakers

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?

- Oversee the event and evaluation process
  - o Attend the online workshops
  - o Manage the agenda, introduce speakers and facilitate as needed throughout the day
  - o Utilize interactive components within the sessions (i.e.: polls, chat, games, etc.)
  - o Encourage participants to complete the online evaluation
  - o Share evaluation summaries with speakers upon receiving them from NERCOMP

### **NERCOMP Responsibilities**

- Coordinate a due dates of materials, dates and logistics for the online workshop, including evaluations
- Provide first time Organizers with a planning call and a Coach/Mentors
- Process all vendor bills or other expenses
- Provide any follow-up and post information pertinent to the workshop on the website

### **Payment Information**

- The total stipend for Two 1.5-hour sessions is \$250 and the stipend for Three 1.5 hours sessions is \$400, payable upon successful completion of the workshop. Payment may be shared if there is more than one Organizer. Organizers may opt to receive credit for a future NERCOMP event in lieu of payment.
- If an organizer utilizes a professional trainer, the trainer receives a total stipend of \$125. Please note that professional trainers must be pre approved by the NERCOMP Director of Operations. Organizers assume full responsibility for working with the trainer.

### **Registration Information**

- NERCOMP typically waives the registration fee for Organizers and up to 5 speakers (most workshops have 4-5 speakers). Organizers 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 Organizer, 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**

- 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 Organizer upon finalizing a cancellation decision