

Online Workshop Professional Development Guidelines 2026-2027

Overview

NERCOMP refers to its professional development workshops as Professional Development Opportunities (PDOs). Online Workshops are a series of two to three 1.5-hour webinars featuring speakers and panel discussions on a shared topic. Each workshop has a Professional Development Organizer. The Organizer is the person (or people) who plans and coordinates 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:
 - The title and dates of the workshop (dates coordinated with NERCOMP)
 - State that you have read and understood these Professional Development Guidelines
 - Send your message to nercomp@nercomp.org or aschack@nercomp.org
 - Participate in a planning webinar with the NERCOMP staff and experienced Organizer(s) to discuss the event and address any questions. All first-time organizers will be invited to a planning webinar; returning organizers can request it. (Webinars will be recorded in case you are unable to attend.)
 - Organize and plan the event

- Provide NERCOMP with the information below on time. 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 that will be used to promote the event
- Three key learning objectives and/or takeaways
- A list of speakers, short bios, headshots, and email addresses
- A detailed agenda for each session in the series
- An image to use for social media

- Your write-up will be sent to an individual with marketing experience, who may suggest edits. Once your program is posted on the NERCOMP website, you will have a final opportunity for review and rewording.

- 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 whole workshop

- One week before the session, participate in a dry run session on Zoom (if using) with NERCOMP staff (experienced Organizers may not need this), if you would like
- Send any polling questions to aschack@nercomp.org at least one week in advance of the session
- Introduce the speaker and/or present at the workshop, as well as assist with the facilitation of the workshop
- Coordinate all slides and materials in advance. Review for quality and avoid duplicate information
- Discuss presentation styles and engagement strategies with all speakers
- 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
- Attend the online workshops
- Manage the agenda, introduce speakers, and facilitate as needed throughout the day
- Utilize interactive components within the sessions (i.e., polls, chat, games, etc.)
- Encourage participants to complete the online evaluation
- Share evaluation summaries with speakers upon receiving them from NERCOMP

NERCOMP Responsibilities

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

Accessibility

NERCOMP is committed to ensuring that its professional development is accessible to all people. NERCOMP has sent you Accessibility Guidelines; ensure your presentation and materials adhere to them.

Payment Information

The total stipend for two 1.5-hour sessions is \$250, and the stipend for three 1.5-hour sessions is \$400, payable upon successful workshop completion. Payment may be

shared if there is more than one Organizer. Organizers may receive credit for a future NERCOMP event instead 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 Executive Director. 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 collegially exchanging ideas, best practices, and information sharing. On rare occasions, NERCOMP may approve an honorarium to secure a speaker with expertise beyond the general NERCOMP community. Requests for honoraria must be submitted to the NERCOMP Director of Operations and the Chair(s) of the Professional Development Committee for approval before any commitment is made to the prospective speaker(s).

Marketing Your Workshop

Once your workshop is finalized, plan to market your session to your network via email, social media, and personal invitations to increase attendance.

Cancellations

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