

NIGP Chapter Reference Guide for Hosting Seminars

Getting Started

12 Months

Use NIGP's professional development survey to determine which seminars your members are interested in attending. Save the information in an excel sheet for use later to market your scheduled classes. Once the class is scheduled you can send a quick email to those who have expressed an interest in attending that class. Please email Karen Robinson at events@nigp.org for more information.

Scheduling and Registration

2 Months

Determine course delivery, either in-person or virtual depending on your state's current COVID-19 mandates regarding in-person gatherings. Complete NIGP's [Seminar Request/Logistics Form](#) no later than 60 business days prior to the start date of the seminar. This form will be submitted using the hyperlink above and will be emailed directly to NIGP. Consider submitting a request for the entire calendar year. When submitting the form, please keep the following in mind:

- Choose dates that do not conflict with national or local holidays.
- Choose dates that begin on Monday or end on Friday for maximum participation.
- Are you hosting this seminar in conjunction with another chapter? Make sure to indicate this on the form with directions on how the Chapter rebate will be shared.
- Dates and seminars are not guaranteed until NIGP reviews all requests and confirms seminar course dates.
- **Specific instructor or skill set requests area allowed, however NIGP does not guarantee a preferred instructor will be assigned.**
- Confirmation by the NIGP Events Coordinator(s) will be sent to the chapter representative (Seminar Coordinator, or Pro-D Chair) with confirmed dates of the seminar and instructor contact information
- Once seminars have been scheduled, the class will be displayed on the NIGP seminar schedule section of the National website.

Confirmation for In-Person Courses

4 Weeks

Courses need to have the required number of paid participants to confirm 30 days prior to the class scheduled start date. NIGP will contact the seminar coordinator or the event contact to confirm the class.

Required minimums for each class are listed on the NIGP website. Co-sponsored courses will have a higher minimum.

- If you do not meet the minimum 30 days out, the chapter will have the option to transition the course to a virtual delivery, cancel and reschedule the course or pay the minimum participant fee for every seat under the required minimum not utilized.
- By accessing the class on the NIGP website, you will be able to see the number of seats remaining. All
- courses begin with 24 available seats.
- When the class confirms, an email will be sent to the instructor and seminar coordinator along with the

current roster of attendees. Please take that opportunity to reach out to the instructor to confirm logistics and any requests they may have. It is an excellent idea to exchange cell phone contacts in case of emergencies.

Confirmation for Virtual Courses

1 week

Courses need to have the required number of paid participants to confirm 7 days prior to the class scheduled start date. NIGP will contact the seminar coordinator or the event contact to confirm the class. Required minimums for each class are listed on the NIGP website. Co-sponsored courses will have a higher minimum.

- If you do not meet the minimum 7 days out, the chapter will have the option to cancel or reschedule the course.
- By accessing the class on the NIGP website, you will be able to see the number of seats remaining. All courses begin with 24 available seats.
- When the class confirms, an email will be sent to the instructor and seminar coordinator along with the current roster of attendees. Please take that opportunity to reach out to the instructor to confirm logistics and any requests they may have. It is an excellent idea to exchange cell phone contacts in case of emergencies.

Preparing for the Seminar

1 Week (In-Person Courses)

Watch for the delivery of seminar materials.

- NIGP will have the seminar materials delivered between 5-7 business days of the start of the seminar to the seminar coordinator's address listed on the seminar request form.
- Be sure to open the boxes **when they arrive** to confirm you have the required number of textbooks. **If the shipment does not have the textbooks that match the class title contact NIGP immediately at events@nigp.org**
- If you do not receive your materials within three days of the seminar, please contact NIGP via email at events@nigp.org.

3-5 Days (Virtual Courses)

Watch for the email containing the Zoom instructions and a link to the digital materials.

- NIGP will send out via email the zoom instructions for accessing the course along with the link to the digital materials.
- If you do not receive your email within three days of the seminar, please contact NIGP via email at events@nigp.org.

After the Seminar – In-Person Courses

Return all textbooks to NIGP within 3 business days after the completion of the seminar. **Sign in sheets and registration forms are to be scanned and emailed to krobinson@nigp.org and events@nigp.org within 24 hours of the end of the class.**

- **Materials must be returned to NIGP before course credit and certificates of completion can be awarded to participants.**
- Any unreturned textbooks will be charged to the chapter

After the Seminar – Virtual Courses

There are no actions required from you at this time. The following will be handled by the instructor and NIGP:

- The instructor has 24 hours to submit the attendance record to NIGP. NIGP has 48 business hours to initiate the post work and send the notification email to the participants. The students will have 10 days to take the assessment and fill out the survey. This must be done in order for them to receive CEU's or contact hours.

Chapter Rebates

- For In-Person courses, once the seminar materials are received, NIGP will verify the class attendance, calculate the rebate and request the rebate check to be mailed to the chapter treasurer on file, or submit for direct deposit to the chapter bank account. For virtual delivery courses, rebates will be paid in the same manner after the attendance is verified.

Questions 1-800-367-6447

Karen Robinson, Events and Programs Administrator
krobinson@nigp.org ext. 242

Mauricio Burton, Customer Care
mburton@nigp.org ext. 238

Kaitlyn Mankin, Customer Care
kmankin@nigp.org ext. 273