

NIGP Chapter Reference Guide Hosting Seminars

Getting Started

12 Months

Use NIGP's [survey tool](#) 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.

Scheduling and Registration

2 Months

Complete NIGP's [Seminar Request/Logistics Form](#) no later than 60 business days prior to the start date of the seminar. After you are notified, the course appears on the NIGP website and the Chapter should begin marketing the seminar via the chapter website, newsletters and emails.

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.

- 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

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. One day classes and co-sponsored courses will have a higher minimum.

- If you do not meet the minimum, the chapter will need to either 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 registrants at all times.
- Should you need a listing of the names and emails of attendees please email events@nigp.org with the name, date and city/state where the class will be held.
- When the class confirms an email will be sent to the instructor and seminar coordinator. Please take that opportunity to reach out to the instructor to confirm logistics and requests they may have. It is an excellent idea to exchange cell phone contacts in case of emergencies.

Preparing for the Seminar

1 Week

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.

After the Seminar

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

Chapter Rebates

- Once the seminar materials are received, NIGP will verify class attendance, calculate the rebate and request the rebate check to be mailed to the chapter treasurer on file.

Questions 1-800-367-6447

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