HOSTED & CUSTOM PROGRAM GUIDELINES

In order to receive a proposal for hosted or customized educational programming, please complete the request form at least **90 days** before the desired program date.

You will hear back from Melissa Binotti Heim, ASHE's Senior Education Specialist within 5 business days, with a proposal, pricing and details in order to proceed with a developing a contract, and securing a spot on the Education Calendar of Events.

In the meantime, please review our standard guidelines & responsibilities for all Hosted ASHE Education Programs:

➢ Education Programs are provided on a first come first served basis.

➢ Scheduling is subject to faculty availability.

➢ There is a minimum fee for 1-25 attendees for all programs (except for the HCC Workshop, which has a minimum fee for 1-40 attendees).

ASHE provides the following:

- A spread sheet template used to provide registration information
- Within fourteen (14) days of receiving the registration link/information from the Organization, ASHE will post the dates and link on the program website(s) and applicable calendars on the ASHE website. (this is optional)
- Live presentation of a two day educational program
- Faculty for the program, including their travel, lodging costs and meals
- All printed material for the program
- Computer & LCD Projector used by the faculty for the presentation
- Continuing Education Units (CEUs) for each participant
- *HCC ONLY: Access for each participant to the e-learning introduction
- *HCC ONLY: An ASHE Healthcare Construction Certificate for each participant who completes the internet based introduction and attends the HCC program

Host organization responsibilities:

- Providing the registration list (using the provided spread sheet template) to ASHE at least one month prior to the beginning of the program.
- The cost of registration for the participants.
- All arrangements and costs for meeting rooms, refreshment breaks, and any meals provided for the participants
  - o Audio/Visual requirements including projection screen, flip chart and markers, 2 wireless lavaliere microphones & an audio connection for the presenter's computer
- Seating with tables for the participants, either in classroom or ¾ rounds style
- A table in the back of the room for the faculty with a power strip
- On-site registration of participants, including name badges for participants
- Providing ASHE with an accurate final list of participants (using the provided spread sheet template)
- Compliance with hosted program agreement and marketing guidelines.