



## 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 the ASHE Education Team 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 HC Construction Workshop, which has a minimum fee for 1-40 attendees

### ASHE provides the following:

- Faculty for the program, including their travel, lodging costs and meals
- All printed material for the program
- Live presentation of one or two day educational program
- A spread sheet template used to provide registration information
- Computer & LCD Projector used by the faculty for the presentation
- Continuing Education Credits (CECs) for each participant
- *Optional:* 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.
- *When applicable:* For Live Online Trainings or hybrid programs with an e-Learning portion, ASHE will also provide login instructions for the host to share with participants so learner can access the program through the ASHE Learning Center.

### Host organization responsibilities:

- Providing the registration list (using the provided spread sheet template) to ASHE at least 10 business days 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
  - Audio/Visual requirements including projection screen, flip chart and markers, 2 wireless lavalier 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.