

Summary of Collaborative Chapter Event Guidelines

Timing: Each chapter will be responsible for programming two webinars/year, each 6 months apart. They will take place from 6:00pm-7:00pm on the last Wednesday of the each month.

Event Creation: The responsible chapter for a given month will create their event and then send a link to that event to the other chapter so they can copy the content/format to create the event on their websites. Each master event should be created so that all other chapters can post their events at least 30 days prior to the scheduled date

Pricing: All events will be free to chapter members and non-members will be charged \$25. All funds collected by the individual chapters are theirs to keep.

Platform: We will use the same Zoom link for each of the 12 sessions to avoid any confusion. ATD NYC will provide that link.

Communication: Identify your chapter contact/point person