

2021 Education for Empowerment Guidelines and Requirements

GENERAL REQUIREMENTS:

- 1) Each chapter may request a maximum of **one** series for 2021
- 2) No individual workshops, outside of the series format, will be offered.
- 3) All workshops within the series must be completed to receive the \$1000 stipend

REQUIREMENTS TO REQUEST:

- 1) To be considered, all requests must be submitted a minimum of **four weeks** prior to the date of the first workshop in the series.
- 2) Confirmed dates and prospective times for *each* workshop in the series should be planned prior to submitting your request and **must** be included in your submission form.

REQUIREMENTS FOR EVENT:

- 1) All our series will be facilitated using an NHF Zoom account **unless** the web platform you plan to use meets the following criteria:
 - a. Has the capacity to handle the number of registered attendees
 - b. Enables multiple co-hosts (*All speakers and NHF Staff on the call will need co-host access*)
 - c. Can extend screen sharing capacity, as needed, to speakers
 - d. Has capability of enabling breakout rooms and polls (*as needed, dependent on series*)
- 2) Attendees will need to register for the series as a whole, rather than individual workshops, as we are trying to maintain the same cohort of attendees throughout the entire series. NHF will share a link for the chapter to use for registration for the series that will allow for registrants to save into their calendars.
- 3) There is a minimum registration requirement of **15 individuals**, as we will need a sizable number of attendees in each cohort. This registration minimum will have to be met at least **3 days** prior to the event in order to move forward with the event.

GENERAL GUIDELINES AND TIPS:

- 1) Since these series require a bit more planning than a single virtual workshop, we recommend planning out details in advance. Dates, times, marketing and promotion—early and consistent promotion will help gather a larger audience. While this is an opportunity for community members to get a deeper understanding of the chosen topic, it's also an opportunity for them to better understand their peers over the course of the series. Emphasizing that community aspect may be beneficial in your marketing.
 - a. Also, feel free to brainstorm or bounce ideas off your NHF staff liaison if you'd like! We'd be happy to help you come up with creative ways to market these series to your community.
- 2) If you worry about low attendance, you can always partner up with another chapter and create a combined event! The benefit of being completely virtual is that these regional and nationwide connections between chapters and communities are much easier to bring to fruition.
- 3) Another tip as you begin planning out your series is to avoid spreading your workshops out over the course of several months. These workshops are all inter-related and have been strategically placed together for a reason. The further apart these workshops are from each other, the more likely attendees will forget what they learned in the previous workshops. Additionally, they are more likely to lose the connections they created within their cohort if the workshops are too far apart.
- 4) While we are not offering individual workshops this year, we still want to fully support you in your educational programming! If you are struggling to find a speaker for an event, feel free to reach out to your NHF liaison for speaker recommendations. While they will not be presenting NHF content, we can absolutely suggest names of speakers who may be able to deliver some of their own prepared content.