

Stand-Alone Committee/Division Workshop

Committees and Divisions are encouraged to host a stand-alone workshop to reach a target audience or focus on a particular topic of interest. These workshops are scheduled separate from other events, including conferences, and must be planned at least 3 to 4 months in advance.

If you have an idea or hot topic that might be interesting to our members, staff will help you put together a half day or full day workshop. Topics in the past have included ozone treatment, well design, construction and operation, well destruction, water quality sampling, emergency response planning, water treatment, disinfection, a tour of a facility, etc.

To set up a workshop, follow these easy steps.

1. Contact a Jennifer Sandoval jsandoval@ca-nv-awwa.org, 909.291.2113 in the Education Department as soon as you know you would like to host a workshop. Provide section with initial information...
 - a. Topic of workshop
 - b. Suggest Dates (2 different dates) & Times
 - c. Location or area of workshop
2. Fill out an abstract form provided by Section Staff. This allows attendees to receive contact hours for the workshop.
3. Fill out a budget report form (to ensure that we don't go over budget) and submit to the Division Chair, Section Chair (if applicable), and Section Executive Director for approval. This is also provided by the Section.
4. Secure speaker(s) and location.
5. Develop an agenda with title of presentation, speaker name and title, and time slot for presentations, breaks, and lunch (if planned).

Below a list of cost guidelines to help you with your budget planning process...

Item	Cost
Registration (Members)	\$175/person
Registration (Non-members)	\$225/person
Lunch	\$25/person
Breaks	\$10/person
Fax Broadcast	\$.08/page
Flyer	\$100
Materials (books, handouts, etc.)	\$20/person

Shipping of materials	\$75
Speaker costs	TBD*
Speaker Lodging and Travel	TBD*
Facility rental	TBD*
AV costs	TBD*
Overhead	10%

**costs based on speaker fees (if any), location of speaker, cost for facility (if any), etc.*

The forms need to be completed before we can commit to having the workshop.

If the workshop is open to the public, the Section will help with the promotion of the event, as well as any catering or logistic needs.

All of our committee workshops have been extremely successful!