



Requirements and Benefits of Hosting

ATIXA provides a professional association for school and college Title IX Coordinators and administrators who are interested in serving their districts and campuses more effectively. Since 1972, Title IX has proved to be an increasingly powerful leveling tool, helping to advance gender equity in schools and colleges.

ATIXA is the premier association for Title IX training, offering a number of courses to meet the growing demand for new and unique professional development opportunities. ATIXA Certification Courses provide the opportunity to learn more about Title IX and equity initiatives in a specific educational setting. Our event model allows multiple teams to gather for training, while simultaneously allowing the host to train staff and faculty without the inconvenience of extended travel and associated costs.

All certification courses qualify for credit through The NCHERM Group's Continuing Certification Credit (CCC) Program: <https://www.ncherh.org/online-education/continuing-certification-program>. A full schedule of current certification courses as well as the online application to host can be found at <https://atixa.org/events/training-certification/>.

Applications are accepted on a rolling basis and reviewed within three weeks of submission. Please note: as applications are reviewed on a rolling basis to build a calendar for the following year, prospective hosts are encouraged to submit their application as soon as possible to ensure consideration before the calendar fills. Generally, events are booked six-twelve months out.

The decision to host an event operates on a "first come, first served" basis and is determined by variables such as presenter availability, regional location, proximity to other schools and training events, training demand, and the quality of completion for the criteria outlined below.

In consideration for partnering with ATIXA to host a training event the host's registration fee is waived for up to 10 attendees from the host school. This number could increase based on the success of the event. Attendees from the host school, beyond the ten complimentary, will receive a discounted rate.

Submission Instructions for an Online Application to Host

Step One: Please read through the entire application to host. This document includes all requirements and benefits to host with ATIXA. It will be referenced in the next steps.

Step Two: Please complete the online Application to Host. Submitting this application will allow the event team to consider your application for approval. You will receive an email from ATIXA's Director of Regional Events within three weeks of submission.

Step Three: If you are pre-approved to host an event, ATIXA's Director of Regional Events will send you an email with potential course and date selections. This email will also include a link to complete the Final Application to host. Within five days of submitting the final Application to Host, you will receive a confirmation of your event with all details.

Contact information

Should you have any questions, please contact Megan Birster, Director of Regional Hosted Events at 610-993-0229 ext. 1015 or by email at Megan.Birster@tngconsulting.com.

A. Dedicated Contacts

ATIXA requires two dedicated points of contact from the host. These individuals will:

- Conduct outreach to meet the minimum recruitment standards. Copy Megan.Birster@tngconsulting.com on all outreach communication.
- Field inquiries from attendees prior to, during, and after training.
- Remain in regular communication with ATIXA to discuss details and clarify issues.
- Create nametags for all attendees, including attendee name and affiliation.
- Have a staffed registration table all days of training. This must be staffed one half hour prior to the start of training for each day of training.
- Create and post directional signage to training facility, restrooms, parking lots, etc.

B. Dates and Course

Consecutive date sequences are required. Please provide three dates. Training days are scheduled from 8:30AM to 5:00PM. A tentative schedule-at-a-glance is outlined below:

8:30AM-9:00AM: continental breakfast

9:00AM-12:00PM: training

12:00PM-1:00PM: lunch break

1:00PM-5:00PM: training and Q&A

Course Options:

- Level One Civil Rights Investigator (two-day)
- Level Two Civil Rights Investigator (two-day)
- Sexual Violence Case Processing & Resolution: Level Three A Civil Rights Investigator (two-day)
- Sexual Harassment Case Processing & Resolution: Level Three B Civil Rights Investigator (two-day)
- Title IX Due Process: Level Four Civil Rights Investigator (two-day)
- Level One Title IX Coordinator & Administrator (two-day)

- 504 Coordinator Certification Training (one-day)
- Title IX Policy & Procedure Training (two-day)
- OCR Title IX Regulations (two-day)
- Title IX Compliance and Athletics (two-day)
- PreK-12 Title IX Coordinator and Administrator, Level One (two-day)
- PreK-12 Title IX Coordinator and Administrator, Level Two (two-day)
- PreK-12 Title IX Investigator (two-day)
- PreK-12 Title IX Compliance and Athletics (one-day)
- Prek-12 504/ADA (one-day)

If you do not see a training course that you would like to host, please contact Megan.Birster@tngconsulting.com to see if additional courses may be available.

C. Space Requirements

The training should take place in a dedicated, contained space. Space requirements include:

- A banquet or ballroom style room that can accommodate a minimum of 100 attendees seated classroom-style. A classroom that is lecture style may also be sufficient.
 - If you do not have space capacity for 100, please insert your space capacity and we will review.
- A table with chair located on an elevated platform for speaker(s).
- A table located outside and/or adjacent to the training room for registration and welcome. This table must be staffed between 8:00am-9:00am each day.
- Service and consumption of meals may occur in the training room or in an adjacent room.
- *ATIXA reserves the right to fill the training facility to maximum capacity (minus host attendees) so please plan accordingly.*

D. Technology

- The training room should be equipped with a laptop, one digital projector, a screen, and a wireless microphone for the duration of the course.
- The ability for faculty to control slides from the head table is required.
- One power strip is required at the head table to accommodate faculty needs.
- Free access to wireless Internet within the training facility for all attendees is encouraged but not required.
- A 1:1 ratio for power outlets to attendees is not a requirement, but instead helpful information for ATIXA to provide to attendees in advance.
- A member of the A/V or technology staff should be readily available to offer assistance to course faculty as necessary.

E. Catering

Host must provide all attendees with a continental breakfast and afternoon snack each day of training. ATIXA reserves the right to fill the training facility to maximum capacity (minus host attendees) so please budget accordingly.

Continental breakfast should include some combination of:

- Coffee, tea, water, and juice (caffeinated and caffeine-free options)
- Bagels, croissants, muffins, pastries, fresh fruit, yogurt, granola

Afternoon snack should include:

- Beverages (caffeinated and caffeine-free options)
- Light snack (cookies, fruit, etc.)

Host is welcome to provide attendees with a catered lunch. However, this is not a requirement. In lieu of providing lunch, host must instead provide attendees with a list of local eateries, including on- & off-site establishments.

F. Outreach and Recruitment

It is required that each event reach a minimum of 50 paid attendees. It is the responsibility of the host school to recruit outside groups to attend their training event. The host will assist in marketing and outreach to this end and copy ATIXA on all outreach correspondence. To support our hosts in this endeavor, ATIXA will:

- Provide examples of outreach language to host
- Collaborate with host to plan outreach, including marketing to regional/professional listservs, social media and local associations.
- Partner with other local schools to ask for assistance in spreading the word, etc.
- Post the training on atixa.org and list training in ATIXA newsletter

G. Registration

In consideration for hosting a training event the host's registration fee is waived for up to ten attendees from the hosts institution/district/association. The number of complimentary registrations received could increase based on attendance of event.

- Attendees not included within the complimentary registrations, but still from the host school, may register at \$300.00 per person per two-day training event, or \$200.00 per person per one-day training event.
- ATIXA reserves the right to fill the training facility to maximum capacity (less host attendees) so please budget accordingly.
- ATIXA coordinates all aspects of registration and provides host with updates on a regular basis.
- Host is prohibited from collecting registration forms or payment.
- All vendor information must be provided to registrants by ATIXA directly.
- Registration for a training event will close approximately three business days prior to the start of training.

H. Certification

Most hosted training events are certification courses and qualify for credit through TNG's Continuing Certification Credit (CCC) Program. More information on the CCC Program is available at <https://www.nchem.org/online-education/continuing-certification-program>.

The host contact is responsible for managing a sign-in sheet to ensure certification requirements are met. The host is responsible for providing ATIXA with scanned copies of sign-in sheets within 48 hours of the end of training. CCC certificate access will be provided via email to attendees individually (template provided by ATIXA prior to training) within one week of the training's completion. Certificates are delivered electronically within 7-10 business days of receipt of sign-in sheet.

I. Transportation and Lodging

Depending on your geographic location, attendees may have to travel to attend your training. Therefore, they may need transportation and lodging information prior to arriving to campus. This information will be requested in step three of the application process.

J. Parking

We ask that if possible, parking be free of charge for all attendees. If it is not possible to obtain free parking, please provide the discounted rate.

Parking passes/permits:

- Parking pass and/or check-in requirement information must be communicated to ATIXA prior to the training.
- ATIXA is not responsible for knowing the number of permits or spots required by attendees.
- Appropriate signage directing attendees from parking lot(s) to the training facility, including an annotated map that indicates parking areas.

K. Accommodations for Attendees with Disabilities or Special Needs

It may be necessary to offer additional assistance to attendees with disabilities. Requests for accommodation will be communicated by ATIXA. Host must be able to provide:

- Accommodation services through your Office of Disability Services or equivalent department, including ASL interpreter services and wheelchair access to training and dining facilities.
- Accommodations for private lactation space for any nursing mothers in attendance.

L. Certificate of Insurance

If you require a copy of ATIXA's parent organization The NCHERM Group's certification of insurance (COI) on file in advance of hosting the event, please inform your ATIXA contact at least 6 weeks in advance of the event. Please also include any instructions with regard to providing and delivering a copy of the certificate, such as adding the host as an additional insured. This information will be requested in step three of the application process.

M. Benefit to Hosts

Waived Registration Rate: The training event registration fee is waived for a group of up to 10 attendees from the host site. Should you wish to send additional attendees to the training, they may register at a discounted rate of \$300 per person for a two-day training or

\$200 per person for a one-day training. Additional complimentary registrations may be provided to host based on the success of the event.

N. Event Cancellation

A successful certification training course requires joint effort and collaboration by both ATIXA and the host campus. It is responsibility of both ATIXA and the host campus to market the training to ensure a successful turnout. Registration progress is monitored on a weekly basis and hosts are provided a status update on registration numbers. Throughout the course of the registration process, in the months leading up to a training, ATIXA staff will be in touch with the host contact regarding a number of logistical concerns, including the viability of the event based on registrations.

1. In the event a training does not meet minimum registration requirements as determined by ATIXA, ATIXA reserves the right to cancel or reschedule the training to a mutually-agreeable date. ATIXA understands that there are costs associated with hosting a training, and that not all of those may be recouped in the event of a cancellation. In the rare event that a training event must be cancelled due to low registration turnout, ATIXA will waive the registration fee for the host campus to send up to three of its members to a comparably-priced training event. ATIXA also has the right to reassign a faculty member up to the day of the training.
2. In the event of an Act of God (e.g. inclement weather, destruction of facilities, illness and the like) ATIXA and the host school will in good faith, attempt to fully perform this training. However, in the event that an act of God prevents performance by either or both parties, both parties agree to make good faith efforts to reschedule the campus hosted event at a mutually acceptable later date.
3. If a host school decides to cancel an event within 12 weeks of the scheduled training date, the host school will be responsible for up to \$1,500 of incurred travel costs. If the host school cancels the training event within four weeks of the scheduled training date, ATIXA will have to refund registrants who have already paid, and will incur significant staff costs, refund expenses, reputational damage and the loss of good will of registrants. As a result, the host school will be responsible for paying ATIXA an amount equal to the registration revenue received by ATIXA up to the date of cancellation (not to exceed \$20,000), as liquidated damages for the cancellation. Cancellation of an event within 12 weeks of a training will forfeit the opportunity for said school to host a public event for up to three years.

M. Next Steps

If you feel as though hosting a training event would be a benefit to your team, please complete the Initial Application to Host which can be found here;