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 Melissa Binotti Heim, ASHE’s Senior Education Specialist 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 HCC Workshop, which has a minimum fee for 1-40 attendees).

ASHE provides the following:

- A spread sheet template used to provide registration information
- 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. (this is optional)
- Live presentation of a two day educational program
- Faculty for the program, including their travel, lodging costs and meals
- All printed material for the program
- Computer & LCD Projector used by the faculty for the presentation
- Continuing Education Units (CEUs) for each participant
- *HCC ONLY: Access for each participant to the e-learning introduction
- *HCC ONLY: An ASHE Healthcare Construction Certificate for each participant who completes the internet based introduction and attends the HCC program

Host organization responsibilities:

- Providing the registration list (using the provided spread sheet template) to ASHE at least one month 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.