

How to Host a URISA Certified Workshop

Each year, URISA invests considerable resources in the development and production of URISA Certified Workshops. The workshops span a wide variety of geospatial topics and have been regularly evaluated and improved during URISA-sponsored events. Provide your members/employees/users this important professional development opportunity by hosting a URISA Workshop in your area.

Current URISA Workshops:

Half Day Courses:

- Emergency Preparedness for GIS
- GIS Return on Investment
- GIS Capability Maturity Model
- NG9-1-1 for the GIS Professional

Full Day Courses:

- 3D Geospatial: Project Implementation Methods and Best Practices
- Building an Address Repository Using the FGDC Standard: Implementing Quality and Data Sharing
- Asset Management: Planning, Strategy, and Implementation
- Business Intelligence and Data Integration for the GIS Professional
- Cartography and Map Design
- Deploying Mobile Solutions: What to Consider
- GIS Program Management
- GIS Strategic Planning
- Introduction to Open Street Map for GIS Users
- Introduction to Public Participation GIS: Using GIS to Support Community Decision Making
- An Overview of Open Source GIS Software
- Public Data, Public Access, Privacy, and Security: U.S. Law and Policy
- Quality Management: Introduction to Issue Tracking
- Transportation Spatial Database Design

URISA Certified Workshop descriptions available at www.urisa.org/workshops.

Why Use URISA Workshops?

There is no need to develop your own content or purchase expensive training programs. Bring quality **VENDOR-NEUTRAL education** to your doorstep with proven instructors, professional materials and URISA support. Not only will you save time and money (*no extensive travel or time away from the office required*), but you can also generate revenue for your organization through registration fees.

Who Instructs URISA Workshops?

Instructors are URISA members (government employees, academicians, consultants, etc.) who meet experience criteria and performance standards for a given workshop topic. These individuals are considered experts in their field and have been evaluated positively by workshop attendees. Note that it may be possible to identify a local URISA member to co-instruct a workshop, thus allowing that person to become a URISA Instructor.

Why license a URISA Certified Workshop?

Licensing a URISA Certified Workshop will provide your chapter members or employees with the training they need to become more effective and enlightened individuals in the workplace. Instead of spending precious training dollars sending a few individuals to an off-site training event, you can select a more cost effective option by bringing the training to your annual meeting, conference, or office.

This is also an excellent opportunity for your members or employees to become URISA Instructors. To learn more about the Instructor Certification process, please contact URISA at (847) 824-6300 or by email at wnelson@urisa.org.

Questions? Please contact URISA at (847) 824-6300 or wnelson@urisa.org.
URISA Headquarters, 701 Lee St., Ste 680, Des Plaines, IL, 60016

Workshop Licensing Process:

1. Identify the workshop you'd like to license from the list of available workshops.
2. Contact Wendy Nelson, URISA Executive Director, at (847) 824-6300 or by email at wnelson@urisa.org for information on booking a workshop.
3. URISA will work with you and the instructors to schedule the event.
4. Submit a completed licensing agreement form and the license fee for the workshop to URISA prior to the scheduled event.

URISA will provide the licensing organization with the following:

1. The final workbook PDF file(s) for printing.
2. Certificate template for printing completion certificates for workshop attendees (useful for certification documentation).
3. Evaluation form templates for each workshop.
4. URISA brochures, journals, publications, etc. to display during your event.
5. Marketing opportunities—URISA will promote the event through bi-monthly newsletters, on the URISA website and through other email and social marketing efforts.

Licensing Organization is responsible for:

1. Instructor honorarium and/or travel expenses, requested by instructor.
2. Printing workbooks and any additional learning materials for the instructor(s).
3. Printing, collecting and sending completed evaluation forms to URISA Headquarters following the workshop.



Checklist:

Use this list for the planning and execution of your URISA Certified Workshop.

Before the event:

- ✓ Submit licensing agreement and licensing fee to URISA Headquarters.
- ✓ Provide URISA with event information and/or marketing materials for publication on URISA website and social media outlets.
- ✓ Print workbooks for distribution at workshop.
- ✓ Print completion certificates ahead of time and make sure to collect the names of any on-site registrants.
- ✓ Have instructor evaluation forms printed and available for the instructor to distribute at the end of the workshop.
- ✓ Order projector and any other items the instructor may need to conduct the workshop.

During the event:

- ✓ Maintain a sign-in sheet to track attendees.
- ✓ Specify start and end times of the workshop, including any breaks during the session.
- ✓ Remind attendees to turn off or mute their cell phones or other electronic devices during the workshop.
- ✓ During the breaks, make sure the instructor signs the completion certificates for distribution at the end of the workshop.
- ✓ Provide instructor with blank copies of the instructor evaluation form for distribution to attendees.

After the event:

- ✓ After the instructor reviews evaluation forms, please email/fax/mail the completed forms to URISA.

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