

5.007-Requesting Presentation, Training, Technical Assistance or Outreach Service

Scope

This procedure applies to all Clerc Center employees who are interested in submitting a proposal to present at a conference, have been asked to provide training or a consultation, or have been asked to represent the Clerc Center at a conference or exhibit.

Procedure

Clerc Center employees serve as ambassadors for the institution any time they provide national outreach via a presentation, training, technical assistance, or other form of service. Whenever employees share information related to their work at the Clerc Center or about the education of deaf and hard of hearing children, they are doing so as representatives of the Clerc Center. As such employees are required to follow the procedures below. For questions about a specific presentation, training or outreach opportunity, please contact your supervisor.

Getting Approval

To submit a proposal to present at a conference:

1. Complete a Presentation Request Form (found on OMS)
2. Get written approval from supervisor for:
 - a. The content of presentation
 - b. Permission for professional leave
 - c. Approval of financial support, if applicable
 - i. Financial support, if needed, is provided through the requester's department and availability of funds should be considered as part of the approval process
3. Submit the Presentation Request Form and proposal to the Director, Products, Training, and Dissemination, within Planning, Development, and Dissemination, for final approval
 - a. To gain approval, the employee must agree to work with a training specialist and follow all requirements for national outreach
4. Once all approvals have been obtained, submit the proposal to the conference
5. The employee then informs his/her supervisor and the director, products, training, and dissemination when the presentation is accepted or declined

When contacted by an outside school or program to provide a training or service:

1. Complete a Presentation Request Form (found on OMS)
2. Get written approval from supervisor for:
 - a. The content of your presentation or service
 - b. Permission for professional leave

- c. Approval of financial support, if applicable
3. Submit the Presentation Request Form and supervisor's written approval to the director, products, training, and dissemination, within Planning, Development, and Dissemination, for final approval
 - a. To gain approval, the employee must agree to work with a training specialist and follow all requirements for national outreach
4. Once all approvals have been obtained, accept the offer to provide the identified training or service

Note: Clerc Center employees provide service to programs and families serving deaf and hard of hearing children as part of our mandates within the Education of the Deaf Act (EDA).

Therefore, employees presenting on behalf of the Clerc Center cannot accept honorariums or fees for their services regardless of whether the service takes place during official work hours or non-work hours. Teachers, during summer months, and staff, on leave without pay, do not have to request permission to teach a course or accept other paid employment, as long as the employment doesn't cause a conflict of interest situation.

Planning, Development, and Dissemination asks an employee to provide training or service:

1. The Training Coordinator will obtain approval from the employee's supervisor prior to contacting the employee
2. The employee will be contacted with the details and asked if he/she are willing to provide the training or service
3. The employee must agree to work with a training specialist and follow the requirements for national outreach

If the content of the presentation falls outside the scope of this procedure:

1. The employee may request to use annual leave for the time out of the office
2. The employee would be permitted to accept an honorarium, if applicable
3. The employee would arrange his/her own travel

Once the training or service has been approved, the employee will be assigned a training specialist to assist with preparations.

Presentation, Workshop or Consultation

Employee responsibilities prior to a presentation, workshop, or consultation:

1. Meet with a training specialist to develop a preparation plan
2. Work with a training specialist to assist in the development of the presentation, workshop, or consultation
3. Follow procedures for the inclusion of any video content (to be developed)
4. Participate in at least two practice presentations (for workshop/presentation)

5. Work with an ASL coach, if determined necessary
6. Submit your training materials, including PowerPoint, for review and editing by the training specialist or other identified staff member
7. If the employee's unit is funding travel, work with the designated person to make the necessary arrangements. If travel is funded by Planning, Development, and Dissemination the training specialist will assist with travel planning.
8. If the employee is receiving support—professional leave or fiscal support, the employee may be expected to assist with a Clerc Center exhibit, disseminate materials, attend specific conference session, or participate in a designated meeting. These expectations will be established through discussions in advance with the employee's supervisor and/or the director of training, technical assistance, and dissemination.

Employee responsibilities following a presentation, workshop, or consultation:

1. Ship any unused training materials back to the Clerc Center
2. Complete close out paperwork ("Upon Return" section)
3. Debrief with the training specialist
4. Complete documentation ("Documentation" section)
5. Complete any follow-up actions identified in advance and approved by the employee's supervisor.

Training specialist responsibilities:

1. Assist the employee with the development of the presentation, workshop, or consultation
2. Schedule planning and practice sessions
3. Provide support in the development of materials and PowerPoint
4. Ship any materials to the site and provide shipping labels for return shipping
5. If travel is funded by Planning, Development, and Dissemination, assist with travel plans and logistics ("Travel Logistics" section)

Exhibit or Collection of Public Input

Employee responsibilities prior to the exhibit or public input collection:

1. Receive training to collect public input
2. Receive training to set up and staff the exhibit booth

Employee responsibilities after the exhibit or public input collection:

1. Ship any materials/supplies back to the Clerc Center
2. Return all materials to a training specialist
3. Debrief with training specialist or staff person responsible for public input
4. Complete close out paperwork ("Upon Return" section)
5. Complete documentation ("Documentation" section)

Training specialist responsibilities:

1. Provide employee with training needed for the service he/she is providing
2. Provide employee with all necessary materials, including shipping labels
3. Assist employee with travel plans and logistics (“Travel Logistics” section)
4. Ship any materials to the site
5. Schedule a debriefing after employee returns

Travel Logistics

If the training or service includes travel funded by Planning, Development, and Dissemination, follow the guidelines below:

Employee responsibilities for travel:

1. Complete the Travel Request Form (found on CCOMS) and submit it to the training specialist
2. Submit Travel Request Form at least one month in advance, especially if the employee is seeking a travel advance
3. When tentative travel arrangements have been made, the employee will be contacted for approval. Immediate response from the employee will ensure that the employee will get the arrangements he/she wants

Training specialist responsibilities for travel:

1. Assist the employee with any questions regarding planning the trip
2. Provide the employee with a travel packet with all the information for the trip, including contact information for the host site

Upon Return

Employee responsibilities upon return:

1. Complete a Travel Reimbursement Form (found on CCOMS) and submit it to the training specialist.
 - a. The form and all receipts must be submitted within three business days of the employee’s return.
2. Debrief the trip with the training specialist or other identified staff member
3. Document any contacts made during the trip (“Documentation” section)

Training specialist responsibilities upon return:

1. Submit all paperwork and make sure the employee is reimbursed for outstanding expenses
2. If the employee received a travel advance which exceeded actual costs, Inform the employee if he/she owes Gallaudet any money

Documentation

Clerc Center employees must document all trainings, technical assistance, or services provided at conferences, or to schools, programs, or individuals.

Employee responsibilities:

1. Share information with the training specialist during the debriefing to assist in the completion of the activity summary for the event
2. Document in a contact log, every individual conversation or discussion the employee had before or after the presentation or workshop, or while attending a conference

Training specialist responsibilities:

1. Complete an activity summary for technical assistance involved in arranging the activity
2. Complete an activity summary for the outreach activity

Related Policy, Guidelines, Procedure, and/or Form

Forms

Presentation Approval Form

Travel Request Form

Travel Reimbursement Form

Refer Questions To: Director of Training, Products and Dissemination

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