

ARMA Short Course/Workshop Policy

1. Workshops can be offered in conjunction with each year's ARMA symposium; although ARMA previously also ran "short courses" with a distinct format, current policy is only to use a single format and to refer to such offerings as "workshops".
2. Workshop instructors should submit a proposal in the format at the end of this [doc](#) that outlines course description, target audience, instructors and their qualifications, duration, and justification (as in why it matters to symposia participants).
3. Proposals should be submitted to the executive director via the ARMA website and will subsequently be shared with the symposium organizing committee. Specific instructions for submission will be provided in the call for proposals.
4. The symposium organizing committee will set a deadline for submission of proposals (e.g., 3-6 months before the symposium).
5. Registration fees shall be set by the executive director, considering factors such as length of the workshop, A/V rental fees, and choice of refreshments and lunch. At the discretion of the executive director, full-day workshops may include lunch and refreshments, while half-day workshops may include refreshments only.
6. There shall be no profit sharing between ARMA and instructors. The executive director may offer a symposium registration discount to the workshop instructors based on the number of registrations in the context of overall workshop finances. Instructor participation in the workshop is free.
7. Based on the fees and estimates of ARMA costs for running workshops at each symposium, the executive director will set a minimum level of registration/participation to ensure ARMA does not lose significant money on workshops. In general, costs should be set low enough to encourage large turnouts, while also ensuring financial feasibility for ARMA. However, the executive director may choose to allow a limited number of workshops to run with lower-than-typical fees if their primary purpose is to train early career practitioners and recent graduates. In such cases, registration discounts for instructors would typically not be offered, although this is also at the discretion of the executive director.
8. The maximum number of workshops per symposium is set as 10 full-day workshop equivalents (e.g., 20 half-day workshops, or 6 full-day workshops and 8 half-day workshops).
9. The executive director will task the instructors to record and report attendance; compiled metrics (registrations, attendance, and financial performance) will be presented at a board meeting following the symposium