

URISA Workshops

National URISA has many full-day educational workshops available. These workshops cover several areas of GIS including database development, program management, and U.S. law and policy of data access. The Northern Rockies Chapter of URISA (NRURISA) often supports official URISA workshops.

Northern Rockies URISA is interested in assisting other organizations sponsoring National URISA workshops throughout Idaho.

Organizations that are interested in a National URISA workshop will be expected to:

- 1) Research workshop interest
- 2) Submitting all required documents to NRURISA including workshop proposal, estimated budget, receipts, and workshop evaluations.
- 3) Select date and arrange facilities for the workshop
- 4) Workshop advertisement
- 5) Contacting, confirming, arranging travel, and otherwise assisting instructors
- 6) On-site registration on day of the workshop
- 7) Obtain CEU credit from appropriate educational institute if desired

NRURISA traditional duties:

- 1) License workshop
- 2) Provide initial funds and budgeting structure (organization for tax requirements as well as billing and accounting)
- 3) Serve as non-profit organization sponsor for CEUs and other needs
- 4) Accept financial risk if workshop fails
- 5) Make sure advertising is consistent with URISA policies
- 6) Liability Insurance

In the past, NRURISA has assisted with online workshop registration.

Official URISA workshops are conducted by URISA-certified instructors and use URISA approved classroom materials. To conduct a workshop there is a \$500.00 licensing fee. The \$500.00 licensing fee has traditionally been recouped in the registration costs.

NRURISA is a non-profit organization. Any funds obtain from workshop registration above and beyond the cost of presenting the workshop will be retained by NRURISA for use to support other URISA workshops, educational opportunities, and/or the Bi-Annual GIS Users Conference in Idaho.

If you are interested in a URISA workshop for your meeting or event, please follow the instructions below.

Time Line until workshop	Task	
12 – 6 months	Pick an official URISA Workshop	
	Workshop Catalog http://www.urisa.org/files/Workshop_Catalog.pdf In depth Course Descriptions http://www.urisa.org/workshops/descriptions	
12 – 6 months	Research workshop interest in your area ¹	
6 months	Pick a date (approximate) to host the workshop	
6 months	Develop a workshop proposal ²	
5 months	Contact a NRURISA board member with your workshop proposal	
5 months	NRURISA board member contacts National URISA and obtains a list of potential instructors. The list is then returned to you. Also, a list of workshop requirements will be sent to you.	
5 months	Research facilities – meeting location and possible computer labs. Also research nearby hotels and transportation to and from the workshop for the instructors.	
5 months	Further refine date of workshop	
5 – 4 months	Contact potential instructors. Be certain to ask about travel expenses and honorariums. Also, ask for additional information regarding lab requirements or workbook requirements. Be certain that the instructor informs you of any required compensation or needs.	
4 months	Submit Budget Estimate and Advertising Proposal to the NRURISA board. ^{3,4}	
With NRURISA Board Approval	NRURISA president will register the workshop.	
3 months	Finalize date of workshop	
3 months	Confirm Instructor(s) with contract signature	
	Obtain contract from NRURISA representative. Keep copy and return original to NRURISA.	
3 months	Make facility arrangements and travel arrangements for instructor(s)	
	Keep all receipts and coordinate with NRURISA treasurer for reimbursements/payments. Travel arrangements include to and from airport and to and from workshop facility	
3 months	Obtain CEUs if necessary ⁵	
3 months	Advertise workshop and open registration	
2 to 1 month	Obtain workshop originals, prepare workshop materials including evaluation forms and certificates.	
Day of workshop	On-site registration and host workshop	
Day after	Compile receipts, pay bills, and evaluate event	

Supplemental Documents:

1) Workshop Research

A workshop failure can result in a significant financial burden to NRURISA. NRURISA does not expect an organization to conduct formal market research but some assurance that there is sufficient interest in a workshop is required. This research can be as simple as a Geotech email survey. Sufficient evidence that there is enough interest to fill the workshop at the cost required to host it is required.

2) Workshop Proposal

Proposal will contain which workshop, approximate date of workshop, financing, results of research in support of the workshop, and NRURISA requirements. NRURISA requirements would be activities the workshop organizer is expecting NRURISA to do, i.e. license the workshop, handling registration, cancellation policy, and/or sponsor a break.

3) Budget Estimate

- a. Instructor Expenses
- b. Fees – i.e. URISA licensing fee, registration fees, and CEU registration fee
- c. Facilities/lab Cost
- d. Equipment Rental
- e. Liability Insurance
- f. Advertising Costs
- g. Total Workshop Costs
- h. Estimated Workshop Cost per student.
- i. Number of students needed to cover costs

EXAMPLE WORKSHOP BUDGET

INCOME

Registration (12 Attendees @ \$300)	\$3,600.00
TOTAL Non-Conference Workshops	\$3,600.00

EXPENSES

Facilities	\$400.00
Instructor Fees	\$1,900.00
Stipend	\$1000.00
Travel	\$600.00
Hotel (2 nights)	\$150.00
Meals (3 days)	\$150.00
Workshop Workbook Printing	\$100.00
Online Registration Web Site Processing Fee	\$200.00
Workshop Licensing Fee	\$500.00
Advertising Costs (Printing)	\$50.00
Insurance	\$200.00
CEU Fees	\$205.00
TOTAL Non-Conference Workshops	\$3,555.00

OVERALL TOTAL **+5.00**

4) Advertising Proposal

Please specify what your organization is intending to do to advertise the workshop. Advertising is often a critical component to a workshop's success. Examples for advertising: flyers, Geotech and other bulk email lists, newsletter and magazine advertisements. With a URISA workshop, materials need to conform to National URISA standards and need to be reviewed by the NRURISA board.

5) Continuing Education Units (CEU)

A Continuing Education Unit (CEU) is a nationally standardized unit documenting participation in non-credit programs, courses, or workshops. CEUs are recognized by GISCI for the GISP certification. To acquire CEUs for your workshop, you will need to register it with an educational institution. Each institution has different requirements. There is usually a \$25.00 fee to register the workshop with the educational institution and a fee up to \$15.00 per student. For more information, please go to the links below:

- a. BSU - http://cpd.boisestate.edu/cpd_CEUinfo.html
- b. ISU - http://www.isu.edu/conteduc/ce_units.htm
- c. Uof I - <http://www.students.uidaho.edu/default.aspx?pid=19576>