

# Instructions for Sponsoring RID Conferences/Conventions

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## Sponsoring a RID Conference/Convention

The standard process and forms for CMP/CEUs can be used when sponsoring an RID conference or convention. However, the convention or conference *may* require the development of additional forms to more specifically meet the needs of the event.

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### *Step One:*

To determine whether you can use one **standard Sponsor and Instructor form** or need to develop **multiple forms (a unique plan)**, ask yourself the following questions:

- **Will there be concurrent sessions (educational activities offered at the same time, back to back)?**
- **Can interpreters choose to attend some but not all educational events?**
- **Do the educational activities have different Content Areas?**
- **Are the sessions covering a wide variety of topics and not centered around a single topic?**

### *Step Two:*

If you answered “yes” to two or more of the questions, use the following steps to process this conference as a **unique plan**.

- a) Fill out a *single Continuing Education Activity Sponsor Form* along with the **Instructor’s Form for EACH session**. Each session/workshop **MUST** have its own activity number. (*You must have a complete and final copy of the agenda before doing this so as to save additional administrative work in the end.*)
- b) Devise a form for participants to track their CEUs earned during the conference. (i.e. a CEU tracking booklet; a CEU passport, etc.)
- c) At the conference, each participant should receive this newly devised CEU tracking form. During each session, one individual should be assigned to verify participant attendance (i.e. stamp, sign, hole-punch) or use a self-monitoring “honor system.” As participants go through the conference, they note which sessions they attend and assure that their forms are verified. At the end of the conference, the participants turn in their completed form to the designated conference administrator who in turn will verify that all forms and CEU calculations are correct. It is the CEU conference Administrator’s responsibility to submit all CEU forms to the CEU Sponsor for processing. **(IMPORTANT: before submitting these forms to your Sponsor, please make copies for your records and as a back-up)**
- d) Use the **sample Evaluation Form** for participants to fill out once the event’s activities are completed. A **summary** of the evaluation form along with copies of the individual evaluations should be submitted to the CEU Sponsor within 30 days of the activity. The summary should recapitulate the evaluation forms and provide a synopsis of each of the responses. Remember to keep a copy of everything for your records.