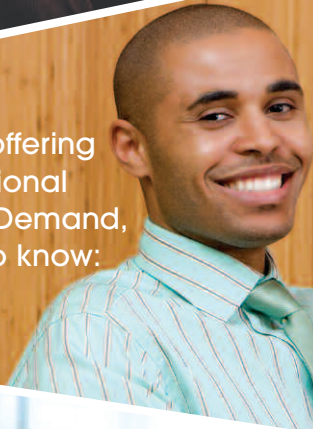




# NAFSA ON-DEMAND WORKSHOPS



If you are interested in offering Foundation and Professional Practice Workshops on Demand, here's what you need to know:



## HOW IT WORKS

### YOU:

- ▶▶ Recruit registrar and coordinate registration.
- ▶▶ Provide catering, AV equipment arrangements, and fees.
- ▶▶ Recruit Trainer Corps members to serve as workshop trainers (list of names available from NAFSA).
- ▶▶ Provide NAFSA staff with participant information.

### NAFSA:

- ▶▶ Provides participant manuals, certificates, rosters, name tags, and trainer materials.
- ▶▶ Provides advertising for On-Demand Workshops on the Upcoming Events and Training section of the Web site and, if requested, blast e-mails to targeted audiences.
- ▶▶ Manages workshop evaluation process, provides reports.

## WHO PARTICIPATES

- ▶▶ You select the group.
- ▶▶ A minimum of 10 participants is suggested. Workshops are more successful with a larger group.

## WHAT IT COSTS

- ▶▶ Your cost to NAFSA is \$130\* per participant.
- ▶▶ You set your own workshop fees (at any amount above \$130\*).
- ▶▶ One week after the workshop has been conducted, NAFSA will send an invoice to the registrar.

## HOW YOU GET STARTED

- ▶▶ Download the proposal form from NAFSA's Web site at [www.nafsa.org/ondemand](http://www.nafsa.org/ondemand), call 202.737.3699 ext. 2527, or e-mail [trainingservices@nafsa.org](mailto:trainingservices@nafsa.org).
- ▶▶ Notify regional chair where the workshop will be held.
- ▶▶ Submit completed proposal via e-mail or fax. A response will be sent within 2–3 business days.
- ▶▶ Receive workshop materials from NAFSA (up to 2-week turnaround).

\* This price assumes ground shipping for workshop materials. Express or international shipping will be additional.

## FOUNDATION AND PROFESSIONAL PRACTICE WORKSHOPS OFFERED

### CROSSCUTTING SKILLS

- Basic Immigration Concepts **F**
- Management Basics for International Educators
- Marketing Basics for International Educators

### EDUCATION ABROAD

- Fundamentals of Short-Term Education Abroad Programs
- Education Abroad Advising **F**
- Maximizing Funding for Education Abroad
- Managing the Education Abroad Office
- Safety and Responsibility in Education Abroad
- Introduction to Education Abroad

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES

- Campus and Community Programming for Intercultural Learning
- Management Basics for International Educators
- F-1 Student Advising for Beginners
- F-1 Student Advising–Intermediate
- Filing Academic H-1B Petitions
- International Student Advising **F**
- J Regulations for Beginners
- J Regulations – Advanced
- Nonresident Alien tax: What International Educators Should Know
- Pathways to Permanent Residency

### RECRUITMENT, ADMISSIONS, AND PREPARATION

- Basics of Effective U.S. International Admissions **F**
- Foreign Educational Credentials Analysis **F**

### TEACHING, LEARNING, AND SCHOLARSHIP

- Fundamentals of Intercultural Communication

**F** Foundation Workshops are tailored for beginners.

**Get started today!** For more information, call 202.737.3699 ext. 2527 or e-mail [trainingservices@nafsa.org](mailto:trainingservices@nafsa.org).