

## IAP2 BC Third Party Training Promotion and Marketing Policy

Third party trainers are independent individuals and organizations not affiliated with IAP2 BC providing training in British Columbia.

The policy of IAP2 BC is to provide promotion and marketing of upcoming workshops, IAP2 BC certificate training programs and courses to IAP2 BC members and those interested in the practice of public participation through:

- The IAP2 Website Event Calendar
  - The notice for posting will include a description of the course, the date, timing and cost and is to be provided by the training organization.
- Email Distribution Lists
  - The notice for posting will include a description of the course, the date, timing and cost and is to be provided by the training organization.
  - Two notification emails will be sent to all BC chapter members prior to the course start date.
- The member bulletin
  - If a bulletin is being distributed in the time range of the training then a notice will be included in the bulletin.
  - The notice for posting will include a description of the course, the date, timing and cost and is to be provided by the training organization.
- Chapter Events
  - IAP2 BC presents events throughout the year. If an event is occurring in the time range of the training then a notice will be distributed at events.

The IAP2 BC Chapter Training Coordinator is the key contact for trainers. This representative of the Chapter will, when possible with their individual schedule as a volunteer, provide a welcome to participants at training events. If the IAP2 BC Training Coordinator is not available, another member of the IAP2 BC Executive will, when possible, provide the welcome. The welcome from the chapter includes a review of how many attendees are IAP2 Canada members, encouraging attendees to join IAP2 Canada, the provision of information about upcoming events, and thanking trainers for holding the session and contributing to the chapter.

In exchange for marketing and promotion services, third-party trainers will pay to IAP2 BC a donation of \$100 per day of training. The fee will be paid to the Chapter, by cheque, either during or immediately following the provision of training. Final payment must be received no later than one week following the conclusion of the training course.

This policy does not limit the development of revenue sharing agreements between IAP2 BC and trainers or training organizations. However, IAP2 BC does not provide exclusivity to any trainers.