



Association of
Title IX Administrators

Application to Host

2021-2022 Regional Host for
Certification Course

Application to Host

2021-2022 Regional Host for Certification Courses

Who Is ATIXA?

ATIXA provides a professional association for school and college Title IX Coordinators and administrators who are interested in serving their districts and campuses more effectively. Since 1972, Title IX has proved to be an increasingly powerful leveling tool, helping to advance gender equity in schools and colleges.

ATIXA is the premier association for Title IX training, offering several courses to meet the growing demand for new and unique professional development opportunities. ATIXA Certification Courses provide colleges, universities, and other educational institutions and organizations the opportunity to learn more about Title IX and equity initiatives in a campus setting. Our event model allows multiple institutions to gather for training, while simultaneously allowing the host organization to train staff and faculty without the inconvenience of extended travel and associated costs.

Most hosted training events are certification courses and qualify for credit through TNG's Continuing Certification Credit (CCC) Program. For more information on the CCC Program, visit <https://www.atixa.org/training-certification/continuing-certification-credits/>.

Application Process

Applications are accepted on a rolling basis and reviewed within three weeks of submission. You can find them online at: <https://www.atixa.org/training-certification/host-a-training-event/>

Please note: as applications are reviewed on a rolling basis to build a calendar for the year ahead, prospective hosts are encouraged to submit applications as soon as possible to ensure consideration before the schedule fills.

The decision to host an event operates on a “first-come, first-served” basis and is determined by variables such as presenter availability, regional location, proximity to other schools and training events, training demand, and the quality of completion for the criteria outlined below.

In consideration of partnering with ATIXA to host a training event, the host's registration fee will be waived for a group of attendees from the host school based on the total number of attendees at registration closure.

Initials: _____



Submission Instructions

If you choose to submit a paper application and not complete the online form, each page of this document must be initialed in the lower right corner to confirm understanding of and ability to provide each item outlined below. Please complete each section. Incomplete submissions will not be reviewed.

Contact Information

Should you have any questions, please contact us by emailing events@atixa.org or by calling 610-644-7858. A member of our staff will be in touch within three weeks of your application submission.

Initials: _____



APPLICATION

Name of prospective host: _____

City: _____ State: _____

A. DEDICATED CONTACT

ATIXA requires two dedicated points of contact from the host. These individuals will:

- Conduct outreach to meet the minimum recruitment standards.
- Copy events@atixa.org on all outreach communication.
- Field inquiries from attendees during the training.
- Remain in regular communication with ATIXA to discuss details and clarify issues.
- Create nametags for all attendees, including attendee name and affiliation.
- Have a staffed registration table on all days of training.
- Create and post directional signage to the training facility, restrooms, parking lots, etc.

Primary Contact

Name: _____

Professional title: _____

Email address: _____

Phone number: _____

Secondary Contact

Name: _____

Professional title: _____

Email address: _____

Phone number: _____

Please confirm that these individuals (to the best of their abilities) will remain in regular contact with ATIXA throughout the planning process and with attendees during training dates:

_____ Yes

_____ No

Initials: _____



B. DATES AND COURSE

Consecutive date sequences are required. Please provide three dates. Training days are scheduled from 8:30 AM to 5:00 PM. A tentative schedule- at-a-glance is outlined below:

8:30 AM-9:00 AM: continental breakfast and registration

9:00 AM-12:00 PM: training

12:00 PM-1:00 PM: lunch break

1:00 PM-5:00 PM: training and Q&A

I confirm ability to adhere to the 8:30AM-5:00PM schedule:

_____ Yes

_____ No

List three preferred date sequences when you can host, in priority order (ex. March 1, March 21-22, May 4-5):

1. _____
2. _____
3. _____

Course Options:

Please review all course descriptions on our website. <https://www.atixa.org/training-certification/>

1. Title IX Coordinator One: Foundations (two-day)
2. Title IX Coordinator Two: Pressures, Politics, Sanctions, Minors, and MOUs (two-day)
3. Title IX Coordinator Three: Compliance and Case Management (two-day)
4. Title IX Coordinator Four: Advocacy, Prevention, and Trauma (two-day)
5. Title IX Coordinator Five: Bias and Cultural Competencies (two-day)
6. Civil Rights Investigator One: Foundations (two-day)
7. Civil Rights Investigator Two: Advanced (two-day)
8. Civil Rights Investigator Three: Sexual Violence/Sexual Harassment Case Processing and Resolution (two-day)
9. Civil Rights Investigator Four: Advanced Interviewing Skills and Strategies (two-day)
10. ADA/504 Coordinator Certification Training (one-day)
11. Title IX Hearing Officer and Decision-Maker (two-day)
12. Title IX Athletics (two-day)
13. K-12 Title IX Coordinator One: Foundations (two-day)
14. K-12 Title IX Coordinator Two: Advanced (two-day)
15. K-12 Title IX Investigator One: Foundations (two-day)

Initials: _____



16. K-12 Title IX Athletics (one-day)
17. K-12 504/ADA Coordinator (one-day)
18. K-12 Decision-Maker (one-day)

List three course preferences in priority order:

1. _____
2. _____
3. _____

C. SPACE REQUIREMENTS

The training should take place in a dedicated, contained space. Space requirements include:

- A banquet or ballroom-style room that can accommodate a minimum of 75 attendees seated classroom-style, with a large front projector, screen, laptop, and a head table with wireless microphone (lavalier is preferred). A classroom that is lecture style may also be sufficient.
- Please keep in mind COVID-19 restrictions when reviewing space capacity. The space should fit 75 attendees within the guidelines of your current COVID protocol.
- If you do not have space capacity for 75, please insert your space capacity and we will review.
- A table with a chair located on an elevated platform for the speaker(s).
- A table located outside and/or adjacent to the training room for registration.
- Service and consumption of meals may occur in the training room or an adjacent room.
- ATIXA reserves the right to fill the training facility to maximum capacity per COVID regulations.

Training facility name: _____

Training facility address: _____

Maximum capacity of facility per COVID regulations: _____

Link to map: _____

Room style/anticipated set up: _____

Does the training facility have gender neutral restrooms? _____

Please list current COVID-19 guidelines for the host site. This should include social distancing suggestions, shared food policy, sanitation procedures, required temperature checks, proof of vaccination, required waivers, etc.:

D. TECHNOLOGY

- The training room should be equipped with a laptop, one digital projector, a screen, and a wireless microphone for the duration of the course.
- The ability for faculty to control slides from the head table is required.

Initials: _____



- One power strip is required at the head table to accommodate faculty needs.
- Free access to wireless Internet within the training facility for all attendees is required.
- A 1:1 ratio for power outlets to attendees is not a requirement, but if unavailable, please let us know so we can inform attendees.
- A member of the A/V or technology staff should be readily available to offer assistance to course faculty as necessary.

I confirm we will be able to provide technology tools and qualified assistance throughout the training event:

_____ Yes _____ No

Wireless Internet will be provided to attendees:

_____ Yes _____ No

Please note the network and password (if applicable): _____

E. CATERING

The host should provide attendees with a continental breakfast and afternoon snack each day of training. Please budget for the maximum number of attendees per COVID guidelines. If you cannot get budgetary approval for food and beverage catering, please let us know. This will not disqualify any host application.

Continental breakfast should include some combination of:

- Coffee, tea, water, and juice (caffeinated and caffeine-free options)
- Bagels, croissants, muffins, pastries, cereal, fresh fruit, yogurt, granola, etc.

Afternoon snack should include:

- Beverages (caffeinated and caffeine-free options)
- Light snack (cookies, fruit, etc.)

F. OUTREACH AND RECRUITMENT

It is required that each event reach a minimum of 40 attendees. It is the responsibility of the host to recruit outside groups to attend their training event. The host is required to copy ATIXA on all outreach correspondence.

To support our hosts in this endeavor, ATIXA will:

- Provide examples of outreach language to host
- Collaborate with the host to plan outreach, including marketing to regional/professional listservs, social media, and local associations.
- Post the training on atixa.org.

G. REGISTRATION & BENEFIT TO HOST

Initials: _____



In consideration for hosting a training event the host’s registration fee is waived for **up to ten attendees** from the host’s school. A minimum of 40 attendees must be registered before the host will receive their code to register. The number of complimentary registrations received could increase based on the attendance of the event.

- If the host school requires more than ten registrations, the host may register additional attendees at a rate of \$300.00 per person per two-day training or \$200.00 per person per one-day training.
- ATIXA coordinates all aspects of registration and provides the host with updates regularly.
- The host is prohibited from collecting registration forms or payment.
- All vendor information must be provided to registrants by ATIXA directly.
- Registration for a training event will close one business day before the start of training.

H. CERTIFICATION

Most hosted training events are certification courses and qualify for credit through TNG’s Continuing Certification Credit (CCC) Program. For more information on the CCC Program, visit <https://www.atixa.org/training-certification/continuing-certification-credits/>.

The host contact is responsible for managing registration on-site. A copy of the attendee list will be provided prior to the training. CCC certificate access will be provided via email to attendees individually within one week of the training’s completion. Certificates are delivered electronically within 10 business days.

I. TRANSPORTATION AND LODGING

Depending on your geographic location, attendees may have to travel to attend your training. Therefore, they may need transportation and lodging information before arriving.

Please provide the following information regarding local transportation and lodging, including any websites that source this information.

Transportation

Airport:

Address: _____

Approximate distance from host site: _____

Ground transportation options: _____

Train station:

Address: _____

Approximate distance from host site: _____

Ground transportation options: _____

Hotel Lodging: Please provide at least two local hotels within walking or short driving distance to the host site.

Initials: _____



Hotel Name: _____

Address: _____

Approximate distance from campus: _____

Availability over proposed dates? _____ Yes _____ No

Cost per night: _____

Discounted room block rates are encouraged. If you've negotiated a discounted rate, please provide:

Rate: \$ _____ Code/info for room block: _____

Hotel point of contact: _____

Hotel Name: _____

Address: _____

Approximate distance from campus: _____

Availability over proposed dates? _____ Yes _____ No

Cost per night: _____

Discounted room block rates are encouraged. If you've negotiated a discounted rate, please provide:

Rate: \$ _____ Code/info for room block: _____

Hotel point of contact: _____

J. PARKING

We ask that parking be free of charge for attendees. If it is not possible to obtain free parking, please provide a discounted rate.

The host must provide:

- Parking passes/permits with details communicated to ATIXA before the training.
- ATIXA is not responsible for knowing the number of permits or spots required by attendees.
- Appropriate signage directing attendees from the parking lot(s) to the training facility, including an annotated map that indicates parking areas.

Please provide the following:

Link to annotated map denoting parking lot and training facility location:

Link to parking permit to provide to attendees (if necessary):

Initials: _____



K. ACCOMMODATIONS FOR ATTENDEES WITH DISABILITIES OR SPECIAL NEEDS

It may be necessary to offer additional assistance to attendees with disabilities. Accommodation requests will be communicated by ATIXA. The host must be able to provide:

- Accommodation services through your Office of Disability Services or equivalent department, including ASL interpreter services and wheelchair access to training and dining facilities.
- Accommodations for private lactation space for any nursing mothers in attendance.

L. CERTIFICATE OF INSURANCE

If you require a copy of ATIXA's parent organization TNG certification of insurance (COI) on file in advance of hosting the event, please inform ATIXA at least six weeks in advance of your training. Please also include any instructions about providing and delivering a copy of the certificate, such as adding the host as an additional insured.

Will you require a certificate of insurance?

_____ Yes _____ No

What is the address that should be listed on the Certificate of Insurance?

N. EVENT CANCELLATION

A successful training requires joint effort and collaboration by ATIXA and the host contacts. It is the responsibility of both ATIXA and the host contacts to market the training to ensure a successful turnout. The registration progress is monitored weekly and host contacts are provided with an update on registration. ATIXA will schedule regular calls with the host contacts regarding logistical concerns, including the viability of the event.

1. In the event a training does not meet minimum registration requirements as determined by ATIXA, ATIXA reserves the right to cancel or reschedule the training to a mutually-agreeable date. ATIXA understands that there are costs associated with hosting a training and that not all of those may be recouped in the event of a cancellation. In the rare event that a training must be canceled due to low registration, ATIXA will waive the registration fee for the host to send up to three people to a comparably-priced training. ATIXA also has the right to reassign a faculty member up to the day of the training.
2. In the event of an Act of God (e.g. inclement weather, destruction of facilities, pandemic, and the like) ATIXA and the host school will in good faith, attempt to fully perform this training. However, if an act of God prevents performance by either or both parties, both parties agree to make good faith efforts to reschedule the hosted event at a mutually acceptable later date.
3. If a host decides to cancel an event within twelve weeks of the event, the host school will be responsible for up to \$1,500 of incurred travel costs. If the host school cancels the training event

Initials: _____



within four weeks of the event, ATIXA will have to refund registrants who have already paid and will incur significant staff costs, refund expenses, reputational damage, and the loss of good will of registrants. As a result, the host school will be responsible for paying ATIXA an amount equal to the registration revenue received by ATIXA up to the date of cancellation (not to exceed \$20,000), as liquidated damages for the cancellation. Cancellation of an event within twelve weeks of training will forfeit the opportunity for said school to host a public event for up to three years.

SIGNATURE

Your signature below confirms your intent and ability to host a regional hosted event and abide by all requirements listed within this application.

_____	_____
Signature	Date
_____	_____
Name	Title

Initials: _____



REQUIREMENTS AND EXPECTATIONS

The host site will provide:

- Catering – Grab and Go breakfast and afternoon snack for each day of training
- Nametags for all participants – ATIXA staff will provide the attendee list the day prior to the start of the training.
- Sign-in sheet for CCCs – Circulate sign-in sheet each day of training for registrants to validate daily attendance or utilize a touchless registration system.
- Registration table throughout training – To greet attendees, answer questions, allow for nametag pick up, and provide an area for marketing material.
- A list of local eateries, including on & off-site establishments.
- Directional Signage – Hang signage for participants near the event room to assist attendees in finding the space
- Staff – Available each day of training to staff the registration table
- Technology – IT representative present to test all Faculty technology before the start of each day of training and available throughout all days of training if needed.

COVID-19 Precautions:

- Removal of high touch, shared items from the venue, such as magazines, pens, bowls of mints, etc.
- Hand Sanitizing Stations
- Extra Masks/ Strong Encouragement of Mask usage in all indoor facilities

ATIXA will provide:

- Faculty – ATIXA will assign a trainer but please take note that this trainer could change at any time.
- Training Materials – A complete set of Title IX materials to accompany the training (in electronic form)
- Outreach – All training details will be provided to the host contacts. In addition to the marketing efforts made by the host contacts, ATIXA will also market the training on our website and in our newsletters.
- Registration – All logistics for attendee registration and payment
- Attendee list – a sign-in sheet of confirmed attendees to the host contact

Initials: _____

