

CAPPA Express Workshops Objectives and Benefits



INNOVATIVE THINKING

CAPPA Express Workshops encourage networking and professional development at minimal to zero cost to you.

Contact us for further information about planning your CAPPA Express Workshop!

One of the benefits of having a CAPPA Express Workshop is to provide localized delivery of professional development and training to educational facilities where long trips are not required. This reaching out will allow access for those professionals who might not otherwise have access to training and professional development due to travel or time restrictions. CAPPA Express Workshops will also encourage networking of educational professionals at a local level and offer a brief introduction into the organizations of APPA, CAPPA, and State Associations. This introduction would foster the intent of further engagement from these professionals into the APPA/CAPPA/State Associations.

CAPPA Express Workshops

Accelerate your professional development with innovative CAPPA Express Workshops

CAPPA Professional Development Committee



cappaedup@cappaedu.com

What are the Requirements?

HOST INSTITUTION

- Provide adequate registration, meeting, and lunch space
- Supply audiovisual equipment
- Arrange for parking needs for attendees
- Provide menu options to the Sponsor
- Welcome the Group

BUSINESS PARTNER (SPONSOR)

- Work with CAPP and Host Institution to identify suitable session content and speakers as well as firm up program.
- Manages on-site registration on day of CAPP *Express* Workshop
- Distribute badges and distribute/collect evaluation forms
- Pay sponsorship fees, cost of food/beverages

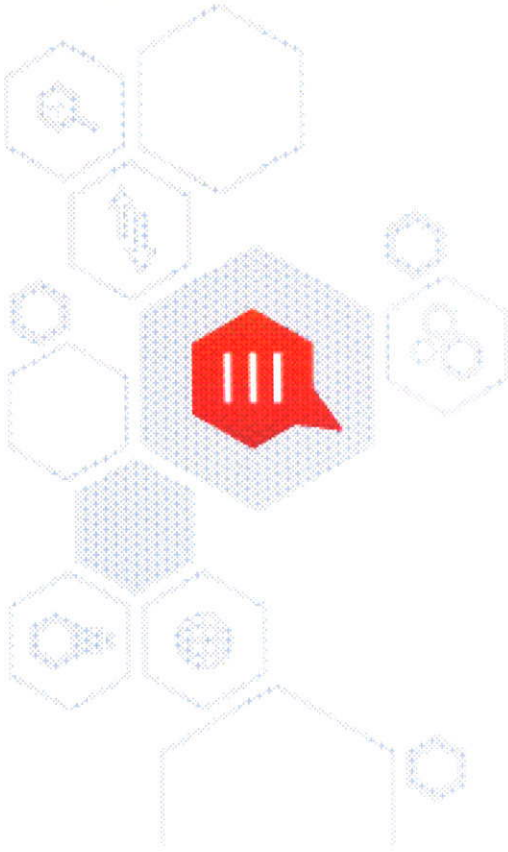
CAPP PROFESSIONAL DEVELOPMENT COMMITTEE

- Manages event Promotions
- Create prospective attendee lists
- Create online registration and send out regular attendee registration reports to Sponsor and Host Institution
- Work w/Host Institution's Facility Officer to prepare supporting materials, comments, etc.



FOR BUSINESS ON THE GO

CAPP *Express* Workshops are designed to be within a one or two hour driving distance from local institutions so that attendance is easy and cost effective.



CAPP *Express* Workshops

What are they?

CAPP is encouraging and supporting our respective member institutions in developing CAPP *Express* Workshops to be hosted on your campus. These workshops are designed to run from mid-morning to mid-afternoon to allow individuals plenty of driving time for participation,

but still allowing them time to return to their daily obligations. The workshops include lunch and breaks in which a business partner is identified to cover all costs. The great thing about this opportunity is that institutions who wish to participate may do so at no cost to them.



Why support a CAPP *Express* Workshop? CAPP *Express* Workshops are an excellent way for CAPP member institutions to encourage networking and professional development among educational facilities.



The content and speakers for each CAPP *Express* Workshop can be organized by the Business Sponsor after approval by you, as the Host Institution, with support from CAPP's Professional Development Committee. CAPP *Express* Workshops

are targeted toward Business Partners who have a local or regional focus. CAPP *Express* Workshop Business Partners will also be provided with information on becoming an APPA *Express* Workshop provider.

QUESTIONS?

We are waiting to hear from you! Please contact us today and get your CAPP *Express* Workshop started!
cappaedup@cappaedu.com

