

## **ARMA Northern New Jersey Chapter**

### **Education Policies and Procedures**

**ARMA Northern New Jersey Chapter** education programs are non-commercial. Individuals should refrain from using brand names and endorsing specific products. Under no circumstance should an association podium be used as a place for direct promotion of a facilitator's product, service, or monetary self-interest. Facilitators also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

**Commercial Presentations** are limited to Gold and Platinum Sponsors as described in our marketing brochure (<http://www.armannj.org/advertising.html>). Commercial presentations may not be delivered at the same event or on the same date as education programs facilitated by Sponsor. For information on these and other advertising opportunities please contact our VP, Marketing at [Marketing@ARMANNJ.org](mailto:Marketing@ARMANNJ.org).

#### **Selection Criteria**

Education offerings should demonstrate measurable impact and results. Your emphasis should be on the application of the concept or solution presented, using simulations, exercises, and tools that enhance the learning experience. Participants want real world examples of what works and practical take-away tools/solutions.

Presentations must be submitted no less than 14 days prior to the event for consideration. Incomplete materials will not be reviewed.

#### **All proposals are reviewed with the following criteria:**

Proposals of a commercial nature, those that promote or market particular products and services, will not be considered.

#### **Quality of Content**

- Completeness, responsiveness, and appearance of the proposal (***Incomplete proposals will not be reviewed.***)
- Well-defined, results-oriented learning objectives that can be met in the time allotted
- Content that is challenging, in-depth, practical or cutting-edge and oriented towards management of records and information
- Innovative and new approaches to current and emerging issues
- Offer/include performance improvement tools or job aids

- Relevance to the program topics requested

Presentations must be submitted no less than 14 days prior to the event for consideration. Incomplete materials will not be reviewed. ARMA NNJ reserves the right to waive this review requirement at the discretion of its VP, Programs.

### **Facilitator Qualifications**

- Professional experience and background of the facilitator/s as evidenced by time in the profession, current position and contributions to the industry
- Facilitators with expertise in topic areas and demonstrated interactive teaching skills as evidenced by evaluations and recommendations

### **Limitations**

Programs are limited to three facilitators, and panels are limited to three panelists plus one moderator for a total of four.

Facilitators are limited to two education programs within a 24 month period. Facilitators may serve on a panel in addition to delivering two education programs.

***Exceptions to these limits may be approved at the discretion of the VP, Programs.***