



AMISA | REGIONAL INSTITUTES

Regional Institutes offer professional learning around specific topic(s) or theme(s) held within the region at an AMISA Member School. Regional Institutes may be either co-sponsored or co-hosted in conjunction with AMISA. Similarly, Member Schools that are not seeking either co-sponsorship or co-hosting may reach out to AMISA for support with advertising an event.

CO-SPONSORED INSTITUTES <i>School Designs Content and Theme</i>	
AMISA RESPONSIBILITY	HOST SCHOOL RESPONSIBILITY
<ul style="list-style-type: none"> Financial support, if possible Advertising 	<ul style="list-style-type: none"> Create advertising materials Coordinate registration and all institute logistics

CO-HOSTED INSTITUTES <i>AMISA and School Co-design Content and Theme</i>	
AMISA RESPONSIBILITY	HOST SCHOOL RESPONSIBILITY
<ul style="list-style-type: none"> Manage consultant costs Determine registration price Create public relations materials Manage advertising for event Manage registration for event Co-coordinate on-site logistics with school site coordinator 	<ul style="list-style-type: none"> Provide meeting space and any A/V needs Provide coffee break(s) and lunch(es) Provide ground transportation for consultant and AMISA staff during the event Site coordinator co-coordinates with AMISA on-site logistics Submit any extraordinary budget requests Advertise event Submit blog post

Complete details and structures for Regional Institutes can be reviewed on the [AMISA PROFESSIONAL LEARNING PLAN](#). For questions about hosting a Regional Institute, contact Chief Learning Officer, Adam Slaton at: adam@amisa.us.