



## **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 the event.

<b>CO-SPONSORED INSTITUTES</b>	
<b><i>AMISA RESPONSIBILITY</i></b>	<b><i>HOST SCHOOL RESPONSIBILITY</i></b>
<ul style="list-style-type: none"> <li>● Financial support, if possible</li> <li>● Advertising on all channels</li> </ul>	<ul style="list-style-type: none"> <li>● Create advertising documents</li> <li>● Coordinate registration and all institute logistics</li> </ul>

<b>CO-HOSTED INSTITUTES</b>	
<b><i>AMISA RESPONSIBILITY</i></b>	<b><i>HOST SCHOOL RESPONSIBILITY</i></b>
<ul style="list-style-type: none"> <li>● Advertising on all channels</li> <li>● Co-create advertising documents with Host School</li> <li>● Coordinate registration</li> <li>● Establish Institute cost based on school-based budget</li> </ul>	<ul style="list-style-type: none"> <li>● Provide meeting space on campus including lunch and snacks</li> <li>● Co-create advertising documents with AMISA</li> <li>● Coordinate all site logistics institute</li> <li>● Communicate with participants</li> <li>● Submit school-based budget to AMISA</li> <li>● Submit final financial report to AMISA</li> <li>● Submit blog post to AMISA</li> </ul>

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](mailto:adam@amisa.us).