

II. ADMISTRATIVE SECTION

700. Conducting Regional Trainings, Workshops, Collaborative Meetings and Conferences
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This Section Includes:

- 701. [General Information](#)
- 702. [Prior Approvals for Trainings, Workshops, and/or Conferences \(Required\)](#)

701. General Information

Contractors are required to obtain prior approval before finalizing any arrangements for trainings, workshops, Regional Collaborative meetings and/or conferences funded through *Regional Network* contracts.

702. Prior Approvals for Trainings, Workshops, and/or Conferences (Required)

Send approval requests for any regionally-developed Training, Workshop, and/or Conference to the assigned PM via e-mail well in advance of the proposed event. Include the following information:

- Proposed location
- Estimated costs
- Proposed date(s) and hours
- Draft agenda
- Training, Workshop, and/or Conference Objective
- Suggested instructor(s) or speaker(s)
- List of suggested instructional/educational materials
- Target audience and projected number of attendees
- Publicity planned (if any)

In particular, the *Regional Network* Contractors are required to conduct at least one regionally-developed training annually (Regional Coordination & Training Objective 1, Activity 3). The following items must be met in order for a training to be counted as meeting the SOW deliverable.

- Skills-based vs. informational in nature. The training must be designed to increase the skill level of attendees.
- Three – Eight hours in length.
- Complies with USDA FSNE funding requirements.
- Includes an assessment/evaluation of the training.
- It must be responsive to regionally identified needs (e.g., regional training needs assessment) or advances regional nutrition education initiatives. Additionally, the priority audience for any topic must be LIAs and other *Network* funded projects. Provide a summary of this justification.

The assigned PM will provide any additional direction to the contractor that may be required.

This provision does not apply to necessary *Regional Network* staff meetings or training sessions held for the staff of the contract or subcontracts to conduct routine business matters.

REMINDER: Check the Branding Manual for when and where to include appropriate attribution statements.