



# CSSE Course Delivery Guide

Generally speaking, there are two methods to schedule CSSE courses:

1. CSSE National office schedules and organizes an annual calendar of offerings, usually published in October/November of the preceding year.
2. CSSE Chapters and the National office jointly schedule, organize and present courses of specific interest to regional members, commonly referred to as in-house courses.

## **CSSE Scheduled Courses**

These courses are managed by the CSSE office; there may be limited Chapter involvement, such as helping promote the course offering to regional members and other interested parties.

## **CSSE Chapter & National Office Organized Courses**

A Chapter typically spearheads these courses based on its knowledge of regional/local interest in a particular course offering within that region. This method typically involves joint efforts with a Chapter managing a good part of the logistics. The benefit of this method for a Chapter is that a cost sharing formula is used that, subject to the number of participants and the extent that a Chapter can offset some of the expenses associated with presenting a course, there can be financial gain for a Chapter.

### *How many participants are necessary?*

The minimum registration threshold, generally speaking, is 10 people. There is some flexibility in this number, in circumstances where some costs can be minimized and/or eliminated. For example, if the instructor lives close to where the course is to be offered, some of the costs may be reduced or eliminated altogether, e.g. travel costs, or if there is no cost to the Chapter for the venue etc. However, it is best to proceed with the idea of having a minimum of 10 people, to ensure better financial results and a more interactive, participative class.

### *What is the process for organizing a local course?*

It is wise to have an indication of interest prior to confirming the course with the CSSE office; however, it is not necessary to wait before some preliminary planning is done.

- Establish tentative dates between the CSSE office and the Chapter.
- The CSSE office checks with instructor(s) as to their availability on those tentative dates.
- The CSSE office confirms course dates with the Chapter.
- Chapter actively promotes and pursues registrations.

The understanding is that, should the required number of people not be registered by 10 days prior to the first day of the course, the course is cancelled.



Other details about the CSSE's Chapter In-House Program

- The Chapter is responsible for the arrangement and costs associated with the facility, food & beverage and audio-visual equipment; registrations are collected through the CSSE online registration system.
- CSSE is responsible for the instructor's honorarium, travel & lodging costs and all course materials; the CSSE Office may assist with advertising or promoting the course.
- Once all revenue and expenses are submitted to CSSE, a reconciliation is completed, and the Chapter receives 50% of revenue/(expenses), along with reimbursement of their expenses. Please note that, should there be a loss, the Chapter is also responsible for 50% of the loss, with no reimbursement of expenses.
- A check list and In-House Course Agreement is provided to the Chapter outlining the responsibilities of each party.

CSSE will, upon request by the Chapter, provide additional information and a PowerPoint presentation that may be used to engage Chapter members in discussions about possible in-house course offerings.

Chapter in-house courses are dependent on the availability of course instructors. In addition, a Chapter-sponsored course cannot be held in the same city or within 300 kilometres three months before or three months after an identical course published in the annual course schedule.