

Organizer Agreement for Internal (Systems) Workshops

Workshop Organizer Agreement for an internal workshop for: _____

Workshop ID: _____ Workshop location: _____

Workshop date: _____

Please initial where indicated and sign at the bottom thereby acknowledging your agreement with CSP as the Workshop Organizer to comply with the following:

	As the Workshop Organizer, I :	Please Initial
1.	-Will host this workshop for members of our organization and not sell off seats to people outside of our organization.	
2.	-May levy participant fees to organization members to recoup expenses but may not make a profit from hosting this workshop.	
3.	-Will provide fully accessible workshop space, as per diagram in the Organizer's Guide.	
4.	-Will provide fully functioning audio visual equipment as per list in the Organizer's Guide.	
5.	-Will advise CSP at least 6-8 weeks in advance of our workshop when we need CSP to send in outside Trainers to facilitate a workshop.	
6.	-Will provide 20 business days advance notice of the number of workshop participant kits needed.	
7.	-Will only use CSP-approved promotional advertising and CSP-branded information for all aspects of the workshop.	
8.	-Will submit workshop paperwork within 10 days following the workshop. This includes: typed attendance sheets, sign-in sheets for both days and participant evaluation forms. Please scan and email these to CSP (they can be mailed if necessary). A typed list of participant names as they should appear on their certificates must be emailed. Please note: Participants must attend the entire workshop to receive a certificate. Further, workshop Organizers are responsible for submitting accurate information for participant certificates. Certificate re-prints due to loss or Organizer error are subject to a \$10 re-print fee/certificate.	
9.	-Have read and understand the Workshop Cancellation Policy, outlined in the Organizer's Guide, referred to the CSP Workshop Fee Schedule (online) and the CSP Workshop Policies-at-a-Glance (online).	
	The Centre for Suicide Prevention will:	
1.	-Send participant materials at least 2 weeks ahead of the workshop.	
2.	-Ensure Trainers are prepared to facilitate the workshop.	
3.	-Issue certificates within 15 business days of receiving the Organizer's workshop paperwork and invoices are paid in full.	
4.	-Maintain a participant database of names and certificate status.	

Workshop Organizer Contact Information

Name: _____

Email: _____

Tel: _____

As the Workshop Organizer, I have read and agree to adhere to the policies contained within the CSP Organizer Guide. _____

Workshop Organizer			
_____	_____	_____	_____
Signature	Printed name	Organization, Dept.	Date

Centre for Suicide Prevention			
_____	_____	<u>Workshop Coordinator</u>	_____
Signature	Printed name	CSP Representative	Date received

Please note: Where there may exist a difference between this Agreement and the online posted policies, the posted policies will supersede.