

# I<sup>2</sup>SL Chapter Resources

## Planning Education Days



Dear I<sup>2</sup>SL Chapter Officers,

Several I<sup>2</sup>SL Chapters have hosted incredibly successful education days, which operate similarly to the International Institute for Sustainable Laboratories (I<sup>2</sup>SL) Annual Conference. Education days include technical sessions and offer credit for participation. They are a great opportunity to showcase your chapter, solidify relationships with sponsors, and encourage non-members to become involved in the mission of advancing sustainable laboratories globally.

Read on to learn helpful tips and best practices to plan your next education day efficiently and effectively.

### **It's About Time**

Planning in advance is key to creating a successful event and minimizing stress. The [Colorado Chapter](#) starts planning a year in advance and follows a checklist of tasks with dates to stay on track. Review the [Basic Event Planning Timeline](#) for a step-by-step overview of action items and reminders to ensure you do not have to rush to complete tasks last-minute. Pro-tip: start with the venue so the rest of the event can fall in line.

### **Give Credit Where Credit is Due**

Coordinate with I<sup>2</sup>SL HQ to submit technical sessions for continuing education credits. Attendees can receive continuing education credits from the American Institute of Architects (AIA) or other professional development credit organizations.

### **Divide and Conquer**

Many hands make for light work, so encourage chapter officers, members, conference speakers, and local organizations to pitch in.

- Divide and delegate planning tasks among the education day planning committee members and volunteers.

- Reach out to speakers who will be presenting at the [I<sup>2</sup>SL Annual Conference](#) to give them an opportunity to practice their presentation before the conference. If there are many speakers from your area, try hosting a panel discussion to kickstart the education day!
- Invite local organizations to share their technologies and services with event attendees and sponsor the event.
- Let I<sup>2</sup>SL know about your event in advance, so we can amplify your promotion and help maximize participation! Be sure to turn in a [Chapter Payment Form](#) to I<sup>2</sup>SL HQ when expecting payments for the event.

### **Finish Strong**

After the event is over, complete the [Chapter Event Report Form](#). You can keep a copy of the form as a record of sponsors and attendees who may be interested in future chapter events. Also, it is important to take a moment to write down lessons learned from planning the event to keep in mind for the future.

Thank you for your continued support of I<sup>2</sup>SL!

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