



39th Annual Tri-State Seminar

August 5 - 8, 2024

South Point Hotel & Casino, Las Vegas, NV

WORKSHOP INSTRUCTION POLICY

Revised October 2023

Tri-State Seminar, LLC

Through our annual three-day seminar, Tri-State Seminar, LLC (TSS) provides affordable, high-quality educational training opportunities to water and wastewater professionals from across the United States. The technical sessions and workshops hosted at the seminar are designed to provide continuing education, professional development, and technical advances to support the mission and vision of our Member Associations; AZ Water Association (AZ Water), California Water Environment Association (CWEA), and the Nevada Water Environment Association (NWEA).

The TSS annual seminar is a great place to conduct industry relevant specialty certification training or current issue workshops for our attendees. The seminar venue provides low overhead for Trainers and Instructors, and reduced travel and lodging costs for our attendees. If you or your company are interested in conducting workshop training, we encourage you to submit your abstract for consideration on our website (www.tristateseminar.com) before 5 PM PST on December 29, 2023.

General Seminar Considerations

Typically, the TSS annual seminar hosts over 200 technical sessions on Tuesday, Wednesday, and Thursday from 7:30 AM to 3:50 PM. The technical session tracks are divided between two (2) lunch break periods scheduled from 11:30 AM to 1:00 PM and from 12:30 PM to 2:00 PM. Exhibit Hall hours are from 3:30 PM to 7:00 PM on Tuesday, and 3:30 PM to 6:30 PM on Wednesday.

Acceptance & Inclusion of Workshops

Once the Workshop abstract submittal process is complete, the Workshop Session and Program Committee Chair(s) will review all submittals for industry relevance and appropriateness and make selections of Workshops to be included in the seminar. Selection will be based on a variety of considerations including, but not limited to, cost, industry relevance, industry demand, and potential registration numbers. Sessions with smaller minimum attendee requirements will be considered before workshops with higher minimum attendee requirements to reduce the likelihood of cancellation due to insufficient registration.

Scheduling of Workshops

Workshops will be scheduled in collaboration with the Workshop Instructor and at the discretion of the Workshop Session and Program Committee Chair(s) based on the availability of training rooms, the number of workshops offered, and the duration of each workshop. Workshops may be conducted on any day, or over multiple days, from Monday through Thursday. Workshops are limited to the hours between 7:30 AM and 4:00 PM and shall allow the participants a 90-minute lunch break. Workshops should be a minimum of 4 hours in length with a maximum of 7 hours of instructional time per day. While lunch breaks are scheduled at the discretion of the Workshop Instructor, they shall be observed between the hours of 11:30 AM and 2:00 PM.

A separate email notification will be sent by the Workshop Session Chair(s) to the submitting Workshop Instructor informing them of the day(s), time(s), and location of the Workshop.



39th Annual Tri-State Seminar

August 5 - 8, 2024

South Point Hotel & Casino, Las Vegas, NV

WORKSHOP INSTRUCTION POLICY

Revised October 2023

Advertising & Outreach

If selected, Workshop Instructors may provide a 1-page pdf advertisement summary to be considered for posting on the TSS website. Workshop Instructors are strongly encouraged to conduct additional independent advertising and outreach, especially if minimum attendee numbers are required.

Equipment Provided by Tri-State, LLC

TSS will provide, at no charge to the Workshop Instructor, a suitably staged training room with a projector screen, LCD projector, and a tech table with a power strip. Workshop Instructors are expected to provide a presentation laptop, and any additional audio/visual (AV) equipment necessary to conduct their training in addition to any necessary training materials (ie handouts).

The additional AV equipment (laptop, white board, etc.) can be provided by the hotel at an additional charge and may include additional labor charges if requested after July 1, 2024. Additional AV equipment charges are the responsibility of the Workshop Instructor and will be deducted from final payment to the Workshop Instructor.

Workshop Fees

A Workshop Instructor may choose to offer a Workshop at no charge. For Workshop Instructors who wish to receive compensation for presenting a workshop, the Instructor must identify in advance a “per person” fee that will be invoiced to TSS. The per person fee should be sufficient to cover the Workshop expenses, including any additional AV equipment fees incurred by the Workshop. TSS will add a nominal fee to recover the cost for refreshments and other expenses. This charge should not be included in the per person fee determined and charged by the Workshop Instructor.

Workshop Registration

Every Workshop attendee must register for the Seminar with the addition of the Workshop(s) through the TSS website. This ensures appropriate fees are collected, and attendance counts are managed through the automated system. Every effort will be made to provide current registration details to Workshops Instructors starting on or about July 1st. Final registration updates will be provided the Friday before the Seminar.

NOTE: The last pre-conference registration update will not include online registrations completed after the registration report is executed nor any onsite registrations.

If you provide training that requires the release of controlled training materials from another agency, a cutoff date for registration should be identified, communicated to the Workshop Session and Program Committee Chair(s), and highlighted in your advertising. Online registration for the Workshop can automatically be closed on this date to ensure time for materials to be obtained for registered attendees.



39th Annual Tri-State Seminar

August 5 - 8, 2024

South Point Hotel & Casino, Las Vegas, NV

WORKSHOP INSTRUCTION POLICY

Revised October 2023

Walk-ins (Unregistered) Attendees

Accepting walk-in (unregistered) attendees to Workshops, especially Workshops hosted on Monday, is solely at the discretion of the Workshop Instructor. The Workshop Instructor should inform the walk-in participant that they must register and pay for the class during the seminar before the Workshop Instructor will issue a certificate. TSS will not pay the Workshop Instructor for attendees who have not paid TSS.

Attendance

The Workshop Instructor is required to maintain a sign-in sheet for attendees to verify attendance and facilitate collection of payment, especially if a walk-in attendee is allowed to participate. The sign-in sheet should list, at a minimum, the participant's typed or printed name and signature, email address, employer, and phone number. This attendance sheet, or a copy of it, should be provided to the Workshop Session and Program Committee Chair(s) along with the invoice for payment. Ideally, a copy should be provided at the seminar immediately following the conclusion of the workshop to facilitate collection and verification of payment for walk-in participants.

Certificates (Attendance, Completion, PDH/CEUs, etc)

TSS Continuing Education Chair(s) submit itemized and summarized seminar proceedings (technical sessions, workshops, and tours) to several certifying agencies for pre-approval in consideration for professional certification renewal. A summary of the certifying agency pre-approval status is published in our program guide as a courtesy to our attendees, but TSS issues certificates based on industry standard IACET practices of 1 Contact Hour (CH), 1 Professional Development Hour (PDH), or 0.1 Continuing Education Unit (CEU) for every 1 hour (50 minutes minimum) of instruction. Although TSS makes every effort to work with regulators to receive PDH/CEU approval prior to the seminar, please be advised TSS cannot be responsible for nor guarantee that certifying agencies will issue PDHs/CEUs, in whole or in part, for any workshop. This responsibility is ultimately maintained by the workshop provider and the individual attendee.

Vendors or Instructors providing a no charge Workshop do not have to issue certificates as the Workshop credits will be captured in the TSS issued certificate. However, vendors or Instructors seeking compensation for their Workshops must issue certificates to the participants upon satisfactory completion of the training and verification of payment to TSS. Vendors are strongly encouraged to **not** issue certificates until payment by participants has been verified by TSS staff. Unfortunately, we have discovered that withholding of the certificate is sometimes the only leverage to collect payment.

Payment

Payment for the Workshop shall be made within 30 days after submission of an invoice by the Workshop Instructor and verification by TSS of payment received from all participating attendees. The invoice shall include the name of the workshop, the number of attendees, the agreed upon fee per attendee, and an invoice total. A copy of the sign-in sheet documenting attendee participation shall accompany the invoice. Once TSS staff have verified payment from all Workshop participants, a Payment Request for the invoiced amount (less any additional AV fees) will be submitted to the TSS Treasurer for processing.



39th Annual Tri-State Seminar
August 5 - 8, 2024
South Point Hotel & Casino, Las Vegas, NV
WORKSHOP INSTRUCTION POLICY

Revised October 2023

Delayed Payment

If there are any Workshop participants who fail to pay TSS at the seminar for the Workshop, every attempt will be made to collect the debt within 30 days of the conclusion of the event. TSS staff will identify to the Workshop Instructor the participant with the delinquency and recommend that all other participants receive their certificates except the delinquent individual. If payment by the delinquent individual is made within 45 days, TSS will submit a Payment Request for the invoiced amount (less any additional AV fees) to the TSS Treasurer for processing.

If payment by the delinquent individual has not been received after 60 days, a Payment Request will be submitted to the TSS Treasurer for the Workshop invoiced amount less any additional AV fees and less any non-payment attendees. If payment is eventually received by TSS for the Workshop, the additional fee(s) will be remitted to the Workshop Instructor and a certificate can be issued.

Workshop Instructor Cancellation / No-Show

Cancellation or a “no-show” for any reason after committing to a Workshop creates significant disruption to the seminar and our attendees. Registration fees, travel arrangements, and lodging accommodations may be negatively impacted by untimely cancellations. Additionally, commitment to a Workshop with subsequent cancellation or a “no-show” deprives another vendor or Instructor of an opportunity to share their knowledge and expertise with our attendees. In the event a Workshop Instructor is unable to present the workshop, every effort should be made by the Instructor to find a replacement. Ultimately, if a replacement Instructor is unavailable, the cancellation should be communicated to the Workshop Session and Program Committee Chair(s) as soon as possible so notifications to registered attendees can be made and refunds issued.

TSS reserves the right to impose sanctions on Workshop Instructors who cancel or are a “no-show” including, but not limited to, exclusion of the Workshop Instructor from future Workshop consideration.