

Meeting Guidelines

CGW Review Course

The goal of the meeting guidelines is to maintain a group environment that is conducive to study exclusively for the Certified Grant Writer exam.

1. Name Tags should be worn when inside the meeting room.
2. Cell phones should be set so that they do not ring in the meeting room. Please do not answer a call or talk on your cell phone in the meeting room.
3. Audio recording, video recording, or photographs are not permitted in the meeting room. Special arrangements can be made for devices for the disabled to fully participate.
4. Please be careful to not unplug any electric cord except your own so that computer data is not lost, or projection bulbs explode. Plug your computer into the outlet in front of your table.
5. Please do not touch any of the presenter's equipment such as, but not limited to, the LDC Projector, Document Camera, AV Table, Laptop, Printer, Camera, as well as the power cords.
6. Food and Beverage.
 - To comply with the hotel contract and State Department of Health regulations participants may not bring food or beverages into the meeting room at any time. This includes leftovers from your lunch.
 - The association will provide beverages in the morning and afternoon, as well as a treat in the afternoon. These have been purchased from the hotel. Unfortunately, we do not provide unlimited coffee. Please be considerate of others when you take your portion from the Food and Beverage Table.
 - Please give your F&B requests for refills to the Presenter.
7. Internet access is not needed for this meeting. The meeting room may or may not have free internet access for your personal use during the meeting.
8. Questions and Answers
 - The association encourages workshop participants to ask questions about the CGW Review Course content during the workshop and during breaks.
 - Only questions relevant to the Certified Grant Writer[®] Exam are appropriate. All other questions are outside the scope of this workshop.
 - Please raise your hand so that the presenter may call on you. So that everyone has a chance to ask questions, the presenter reserves the right to limit the number of questions that a participant may ask during any one day. If the workshop is running behind

schedule, then the presenter may delay questions until the end of a section or during break

9. Providing Additional Information to the Group.

- The association only permits the presenter to provide information to the group.
- Participants who want to provide additional information, give recommendations, or provide advice should give this information to the presenter during a break time. The association will then “vet” the information and determine whether or not to include it in future newsletters and workshops. Participants are cautioned to only “ask questions” relevant and pertinent to the CGW Exam when called upon by the presenter, and not attempt to address the group without prior approval from the association.

10. If you have an emergency, and will not be able to attend, please notify AGWA at 727-596-5150.

11. Meeting Room Security. Only the Presenter has the authority to ask the hotel staff to unlock the meeting room in the morning and after lunch. All participants must depart the meeting room during the lunch break.

12. Please respect the workshop participants seated near you. Noises can be irritating to others.

13. We do have a “disruptive participant policy”. If a workshop participant is identified as disruptive to the learning process of the group, the presenter has the authority to have the disruptive participant removed the workshop. Disruptions to the learning process include, but are not limited, to the following:

- Speaking to the group without being called on by the presenter
- Confrontation or arguing with the presenter(s) while the workshop is in session
- Calling the presenter or workshop participant a derogatory name or adjective
- Noncompliance with any Meeting Guideline

A workshop participant who is removed from a workshop for “disruptive behavior” is not eligible for a refund or rescheduling, nor may s/he participate in a future AGWA workshop, conference, online course, webinar, membership, or exam.

14. Complaints. If a workshop participant has any complaint then s/he may convey this complaint to the Presenter individually during a break. Complaints may also be written on the Workshop Evaluation Form that is turned in at the end of the day.

15. We do have a “contagious illness policy”. If a workshop participant is identified as carrying a contagious illness, the presenter has the authority to ask the participant to depart the workshop. A doctor’s note may be requested upon return. The workshop participant may reschedule the workshop, however the rescheduling fee will apply.

16. Copyright

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16. Learning Process

The Certified Grant Writer® examination is rigorous and demanding. The association is dedicated to providing a CGW Review Course that is conducive to learning in a group setting.

Testing Guidelines for the **Certified Grant Writer® Exam**

1. Each Session you will need to **sign the Session Attendance Sheet**.

2. Allowable Tools for each Session:

Session 1: Writing instruments, highlighter, and eraser

Session 2: (Budget) Writing instruments, highlighter, eraser, 6 inch ruler, handheld calculator that has no formula, text, or printing capability

Session 3: (Writing) Writing instruments, highlighter, eraser, 6 inch ruler, handheld calculator that has no formula, text, or print capability, laptop computer with installed software that can save a document as a Word.doc file and an enabled/working USB port
No other resources or tools should be on your desk.

3. If you arrive late for a session you will not have extra time.

4. Place the exam in the wire basket on the proctor's table by the stop time. Late papers will not be graded. The proctor's clock is the official time. After you complete your exam you will gather your personal belongings and depart the exam room each session.

5. Meeting Room Security. Only the Proctor has the authority to ask the hotel staff to unlock the testing room in the morning and after lunch. All CGW Candidates must depart the testing room during the lunch break.

6. Food and Beverage.

a. Only the Proctor has the authority to ask the hotel staff to replenish the refreshments on the F&B table. Requests for refills may be given to the Proctor.

b. Attendees may not bring any food or beverage into the testing room at any time. This includes leftovers from lunch.

7. Questions. The CGW Candidate may raise his/her hand and the Proctor will come to the student to speak to them individually or the attendee may come to the Proctor's desk.
8. Prevention of cheating
 - The association has a zero tolerance policy for cheating.
 - Do not spread your exam papers across your test to make them available to the person next to you.
 - Do not glance at another student's exam papers. Several versions of the exam will be distributed to discourage this behavior.
 - All communication devices (such as, but not limited to cell phones, two-way radios, smart watches, and communication ear buds) must be turned off and placed on the table in view of the proctor. The CGW candidate may not keep any communication device on his or his person (in a pocket for example), in a purse, luggage, briefcase, or in a book bag inside the testing room.
 - CGW Candidates may visit the restroom during an exam session in an emergency. S/he must use the hotel's public restroom that is closest to the exam room. S/he may not take any communication device with them, nor communicate with any other person, by any method, during the restroom visit. If needed for personal use, a purse or book bag may be taken to the restroom as long as there is no communication device in the purse or book bag.
 - Once an exam paper has been turned in, and the CGW Candidate has departed the exam room, then s/he may communicate with other persons.
 - We recommend you advise your family and friends of the break times that you will be available during exam day.
 - In an emergency, the hotel front desk will accept an emergency message from your family and bring it to the exam room, and the proctor will give the CGW Candidate the emergency message. If you need to communicate immediately with your family, it will be necessary to turn in the exam paper, depart the exam room, and then contact family. If the exam is not complete, it would be necessary to reschedule to a future date to sit for this exam session again.
 - When using your laptop, only open a Blank Word Processing Document. Opening any other file, program, or app (this includes logos, letterhead, clipart, photos, spreadsheets, etc.) is considered plagiarism.
 - Accessing the internet during an exam session is considered plagiarism.
 - The CGW Exam is property of American Grant Writers' Association, Inc. If a CGW Candidate fails, or neglects, to turn in the CGW Exam paper to the proctor prior to departing the testing room, then this act will be considered theft and legal recourse will be pursued by the association.
 - During the Writing Sample session you may only use the USB drive that AGWA gives to you during the Writing Exam Session. Each student is required to transfer the file him/herself to the USB drive as this is one of the skills that is being tested in the Writing Section of the exam.