

Meeting Guidelines

Program Development and Proposal Writing Workshop

The goal of the meeting guidelines is to maintain a group environment conducive to the learning experience.

1. Name Tags should be worn when inside the meeting room each day.
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.
 - Only the Presenter (or the Association's Executive Director) has the authority to order Food and Beverage for the Meeting Room that will be charged to the association's Master Account. Participants may give requests for refills to the Presenter, but do not have permission to speak to the hotel's F&B staff on behalf of the association.
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 course content during the workshop and during breaks.
 - Questions on grantseeking and professional ethics are appropriate, but questions about grant consulting, grant management, research grants, construction grants, accounting, or legal issues 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 a later time, or answer questions during break or activity time
- If a question is specific to one particular organization, then the presenter may choose to answer the question later speaking just to the individual who asked the question, rather than to take group time.

9. Peer Review

During the Peer Review the participant should use his education and experience to provide constructive feedback on the assignment.

10. 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 notebooks and workshops. Participants are cautioned to only “ask questions” when called upon by the presenter, and not attempt to address the group without prior approval from the association.
- You may be aware of a website that would be beneficial to grant writers and would like to see it included in future workshops. The appropriate procedure is to provide this information to one of the Presenters. The association will “vet” the website for ethics and quality of information, and then include it in the next workshop, or perhaps include the information in the next Member e-Newsletter.

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

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

14. Complaints. If a workshop participant has any complaint then s/he may convey this complaint to the Presenter (or the association’s Executive Director if present) individually during a break. Complaints may also be written on the Workshop Evaluation Form that is turned in at the end of the day on Thursday.

15. 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 from 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.

16. 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.

17. Copyright

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18. Learning Process

During the workshops, students will learn guidelines and apply them to case studies. The appropriate time to apply these guidelines to an actual grant application, RFP, or Government Notice is when the student returns to his/her office. Additional support is provided to assist in this application process through AGWA’s Mentoring Program.

The following mentor programs are available to Members Only:

- Grant Writing Mentor for Foundation or Corporation Grants
- Grant Writing Mentor for Government Grants
- Review Mentor for Foundation or Corporate Grants
- Review Mentor for Government Grants

19. Certificate of Completion. Workshop participants earn this certificate by:

- attending the workshop in its entirety,
- signing the attendance sheet every day,
- completing all of the workshop assignments,
- turning in the Documentation of Exercises form on Thursday.

A Certificate will be printed and mailed to each workshop participant who met all of the criterion.