ITRC Training/Outreach – Criteria for Identifying Opportunities

During the September 2022 ITRC Board of Advisors meeting, the Board discussed and accepted criteria to help ITRC manage the requests for ITRC Team Training/Outreach activities. Recently ITRC has seen an increased demand for outreach and training opportunities and does not have the organizational capacity to support all the requests. In addition to helping ITRC manage this demand for outreach and training, these new criteria will help ensure ITRC tracks all the external opportunities and audiences that are being reached by ITRC members. ITRC is considering any event that an ITRC member is presenting on behalf of ITRC to fall under this new process.

With the increase in conferences and in person opportunities, please reach out to ITRC as soon as you evaluate outreach opportunities across the year. We are happy to work with you, but need to better manage requests and be a part of the discussion prior to an abstract being approved.

- o ITRC members should not agree to/negotiate attendance to any in person events. <u>All outreach requests for events at conferences or workshops must be sent to the ITRC *Director* for review and approval *prior to submitting an abstract or agreeing to participate in an event.*</u>
    - o Email the ITRC Director with the following information included in your initial communications:
        - Name of Event, Event Date(s), ITRC Topic, ITRC Members Participating in Event, Any Potential Cost Reimbursement from ITRC.
    - o You must allow at least 5 business days prior to the submission/registration deadline for ITRC to review the opportunity for approval.

The following is new guidance provided to teams seeking ITRC support in submitting an abstract/poster/training agenda:

- o ITRC decisions regarding appropriate outreach events will be evaluated against the following criteria to help determine the best overall investment for ITRC:
    - o Does the event in question support state or tribal audiences as a priority?
    - o Does an event have direct costs and limited time resources (virtual, etc.)?
        - If an event is a cost to ITRC, there will be an evaluation by the ITRC Director to focus outreach on: New Training Topics, New Audiences, or Right ITRC Audiences.
        - If a team is interested in requesting ITRC reimbursement support, make sure to include ITRC in the discussion of the abstract to ensure the event fits within ITRC's criteria for outreach.
    - o Will the event cover the travel/registration costs?
    - o Is it a best value for the state employee to spend time and resources on?

If you are approved to attend an event, ITRC requires:

- o Time to review slides prior to the event (5-15 business days depending on size of slide deck).
- o Trainers/Outreach participants report on number of attendees in the session after the event.
- o Pictures! Let us share in your success on Social Media.

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