Webinars

Duration: 1.5 to 4 hours

Webinar-centered gatherings bring groups together to view on-demand, pre-recorded webinars in a group setting. A facilitator who is knowledgeable about the subject may lead discussion at appropriate break-points, bringing added value to the event.

An SCA-sponsored webinar viewing should accommodate at least ten people and must be open to SCA members from any institution until capacity is reached. The invitation must go to West_Arch and the SCA Membership email list before the event is promoted via other means.

Relevant webinars from any organization may be hosted (e.g. SAA, NISO, OCLC Research, et al.) SAA Webinars are generally 90 minutes long and, once paid, may be viewed for a two-month period. 90 minute webinars constitute a half-day event, with additional time for discussion periods and social/networking. Webinars may be combined with a site visit or an additional panel or speaker event to create a full-day event.

SAA webinar list:
http://saa.archivists.org/events/ConferenceListOLOD.html?Action=GetEvents&

To request support, please fill out the form on the SCA website and email it to memberevents@calarchivists.org with subject line "SCA event proposal."

Financial support

For non-alcoholic refreshments (food or drink)	Up to $5 per SCA Member attending (for half-day event)[*]	Reimbursement basis, with receipts and sign-in sheet.
Webinar fee for approved content	Up to $200. (Higher cost webinars may be approved for large groups.)	Direct payment or reimbursement basis, with receipt.
For facilitator's expenses or honorarium. (Approval based on group size. Fewer than 10 participants may not qualify for facilitator support.)	Up to $125 for facilitation of discussion around/during a webinar lasting a half-day or less. (Actual webinar time is assumed to be 90-120 minutes.)	May be offered as an honorarium (no receipts, but taxable) or as expenses with receipts or report of mileage, up to full expenses incurred or $125, whichever is lower.

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[*] Non-SCA members are welcome, at your discretion, but will not normally be part of the reimbursable head count. For mixed member/non-member events, see below for three options.

Questions? Contact memberevents@calarchivists.org
Please note: parameters of the Member-Initiated Events program may be changed by the Board at any time. Additional limits may be applied.

SCA Member-Initiated Events

Organizer's responsibilities:
- Arrange a venue & coordinate logistics and technical support.
- Select and make arrangements for webinar viewing.
- Identify & coordinate with facilitator, if one is wanted.
- Request funding approval with as little as 3-6 weeks advance notice.
- Invite Board Members and Committee Chairs.
- Coordinate fee payment via Membership Committee.
- Open the event to all SCA Members by announcing & promoting via the West_Arch listserv.
- Request that announcement be sent to official SCA membership email list and posted to SCA social media forums.
- Coordinate through Membership Committee for honorarium or speaker expense reimbursement.
- Maintain list of attendees: no formal registration needed. (Informal RSVP is OK, but organizer is encouraged to request replies and close sign-ups at capacity.)
- Arrange a brief "welcome" from a Board Member, Chair or other SCA representative, in which SCA will be acknowledged.
- Arrange for, or act as, an MC to introduce panel and lead discussion.
- Provide and retrieve a sign-in sheet with clearly-written names, email, and "SCA Member?" and "Student?" check boxes. (Non-members will not be added to any mailing list but may receive a follow-up message after the event.)
- At the event, post any information on upcoming workshops, AGM, or other events that the Board suggests at time of approval. Display a few membership brochures provided by Board.
- After the event, submit an informal report (brief email) for the Board.

Funding Options for Mixed Member and Non-Member Events

Option 1: On proposal form, request Board approval as an outreach event. If approved, SCA can offer $5 per attendee refreshment reimbursement for total attendees if 60% or more of them are SCA members, based on sign-in sheet. If fewer than 60% (rounded upward in your favor) are members, reimbursement will be based on the member sign-ins only.

Option 2: Another organization or institution can co-sponsor the event. SCA will reimburse based on SCA members on sign-in sheet. Arrangements with co-sponsor are the organizer's responsibility.

Option 3: You charge a small fee for non-members, submit collected funds and sign-in sheet to SCA, and request reimbursement based on the total list of members + paid non-members attending. *(Example: event with 30 guests. You purchase a $150 cheese platter. If you sign in 20 SCA members and 10 non-members, you are reimbursed $100 by SCA for the 20 members. If you charge the non-members $5 or more and submit funds to SCA, then you are reimbursed the entire $150.)*

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