**AWARDS WORKSHOPS FAQ FOR STATE AFFILIATES:**

**Q. How will attendance be monitored?**

A. Attendees will be instructed to complete an attendance log at the beginning and conclusion of each module of the workshop via Survey Monkey. This log will be exported daily, and will be shared with all states.

**Q. Who will manage NAB CEs?**

A. As the sponsor for the event through NAB, HCAM will manage all NAB related activities including the final attendance uploads to NAB for CE purposes. HCAM has submitted for NAB approval for all three programs, and will provide the NAB approval numbers to all states when available.

**Q. Will HCAM issue certificates of completion?**

A. We would prefer that each state issue their own certificate of completion. We will provide each state with a full log of attendance at the end of each workshop so that you can create your own certificates.

**Q. What is the role of the state affiliates?**

A. Your state will be the liaison for your member facilities. You will send out the marketing, collect registrations, distribute the KBYG email with access instructions, and act as the first line of support for attendees (if you need additional support from HCAM, please reach out!). You will need to supply HCAM with an attendee list that includes NAB IDs.

**Q. Will a post-workshop survey be distributed?**

A. HCAM is developing a post-workshop survey for each event. This will include our standard questions as well as questions specific to the workshop being held as a multi-state initiative and virtually. We will have all attendees indicate which state they registered through. The results will be sent to each state, so you can review what your attendees thought of the program.

**Q. Will sessions be recorded?**

A. All sessions will be recorded. HCAM will distribute the recordings to all states after each module – please allow us 24-48 hours to get this to you. Please note, these recordings should only be shared with registered attendees. Additionally, attendees cannot receive credit for viewing the recording – only for participating in the live event.

**Q. What do we owe HCAM?**

A. HCAM has provided a spreadsheet that indicates a breakdown of costs, however we are also creating individual invoices for each state to make it easier for everyone. Those will be provided shortly (hopefully by early next week). We can take payment via check or we can issue a secure payment portal link to accept credit card or ACH transactions.

**Q. Is there a registration deadline?**

A. We can accept registrations until 12 pm (noon) eastern on the day of the first module.

**Q. If attendees have applied before and not succeeded, they are encouraged to reach out to the faculty. How does this work?**

A. I have included instructions for this in the KBYG email. Please instruct your participants to reach out to Glenn directly.