

Guidelines for Workshop Facilitators and TOPIA Instructors

(Negotiable Depending on type of Educational program/event)

TOPIA, the sustainable learning institute at O.UR.ECOVILLAGE invites guest facilitators to offer workshops on topics complementary to our mission.

The following guidelines are intended to serve as a negotiation framework.

1. Proposal: We require a written workshop proposal, containing information re. Content, length, preliminary schedule of proposed workshop
2. With the proposal please submit your request for fees and any booking timelines you may have in place
3. Our team will discuss the proposal in a programming meeting and respond to you in a timely manner
4. If accepted we will discuss dates and timelines: a registration deadline date will be set, as well as a cancellation date
5. To be able to offer promotional support we require upon acceptance of your workshop: a written description and outline , some digital images if applicable, a short bio
6. Promotion of workshops takes time and energy. We offer the following support: website listing, email announcements, posters, and many people coming through our site. We require your support in promoting the workshop to your network.

Categories of Workshops

International guest presenters

Fees negotiated

Maximum daily rate: \$_____, plus 25% of profit, after all costs are covered

We generally do not cover travel costs

Accommodation and meals are included for up to two nights prior and one night after the workshop

Min. 8 months planning appreciated

Specialists in their field

Daily rate \$200, plus 25% of profit, after all costs are covered

We do not cover travel costs

Accommodation and meals are included for up to two nights prior and one night after the workshop

Min. 6 months planning appreciated/needed

OUR Team presenters

50% of profit, after all costs are covered

Min. 2 months planning for weekend workshops

6 months for longer workshop

Evening presenters

50% of profits, after all costs are covered

Travel cost and dinner covered

Costs

Cost of venue rental:

Administration fee:

Web posting:

Workshop supplies (other than building materials):