

## **NARST Virtual Event Policy**

### ***Purpose and Overview***

Members and groups of members may propose virtual events to meet the needs of the membership and/or to benefit NARST as an organization. Virtual events are defined as any event that is offered as either a recorded, synchronous, asynchronous, or hybrid (e.g., synchronous/asynchronous) format. These events may include town halls, webinars, workshops, short courses, or other related activities that occur outside of the dates of the annual conference.

Proposed events will be advertised using NARST listservs and social media accounts and proposers are asked to submit a short report to provide information regarding the session following its conclusion.

### ***Eligibility for a Virtual Event***

Members or groups of members may propose to host virtual events. Virtual events should be designed to be inclusive of the membership and open to all who would like to participate. These events should also align with the mission and goals of the NARST organization.

### ***Procedures for Hosting a Virtual Event***

The following procedures are to be followed for this process:

1. Applicants should provide (i) a clear description of purpose and audience, (ii) an abbreviated description of the event for announcement purposes, limited to 50-200 words, (iii) timeframe for the event and justification for timeframe chosen, (iv) information about how the event will be posted, (v) rationale for the virtual event, and (vi) specify any NARST resources required.
2. Applicants should select an appropriate Series under which the event would be advertised:
  - i. President Series – planned by current NARST President
  - ii. Committee Series – planned by one or more NARST Committees
  - iii. RIG/Strand Series – related to a specific RIG or strand topic
  - iv. Research to Practice Series – focused on translating research into practice
  - v. Town Hall – opportunity for membership to discuss and interact around an issue
  - vi. Other
3. Applicants that are interested in holding a virtual event should submit a completed application via the website.
4. An application to host a virtual event will be required for every new session and should be submitted by the stated quarterly deadlines (January 1, April 1, July 1, October 1) prior to the event. If a session is in response to a current event and requires a speedier approval, then an exception may be made by emailing a request to review to the current Social Media, Website, and Communications Committee (SMWCC) Board Liaison. The SMWCC Board Liaison will then start the review process as described below.
5. If accepted, a registration link will be provided to the organizers and the event will be advertised using the NARST Listserv, Website, Social Media accounts,

and any other avenues deemed appropriate by the SMWCC.

6. If accepted, the event hosts are asked to provide a short report detailing the number of attendees, a brief description of how it went, and any additional relevant details following the completion of the event.

### ***Review Process***

The application will go through an initial review by the Board SMWCC Liaison to ensure minimum requirements are met for the event to be considered. The minimum requirements include:

- Alignment with NARST mission and goals
- Completed all components of the application

Applications that meet the minimum requirements will be reviewed by a SMWCC Committee sub-committee to include four of the following members: the SMWCC Board Liaison, the SMWCC Committee Chair, the SMWCC graduate student representative, the SMWCC International Committee representative, an Equity & Ethics committee representative, a representative from the Membership Committee, or potentially other members of the SMWCC committee as needed in light of the number of proposals. Criteria for evaluating proposals of events include:

- Timing and conflicts with official NARST virtual events (these can be found on the NARST calendar)
- Purpose of the event and its alignment with NARST mission and goals
- Likelihood of event meeting the needs of members and/or benefiting NARST

Applicants will be notified within two weeks of the quarterly deadline of their acceptance status.

### ***Rights and Responsibilities of NARST***

The NARST Executive Director will ensure the procedures and application form are posted on the NARST website.

The application and review process will be managed by the sub-committee outlined above and will report to the applicant in a timely manner.

### ***Avoiding and Remediating Conflict of Interest***

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment, or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits.