



Delta Gamma Adviser Training Academy: Winter Session Bulletin of Information

We've heard you - registration for Adviser Training Academy: Winter Session is now open! If you missed ATA this fall, or have been appointed since September, this training is for you. Join us for this training and engagement designed to equip you with the knowledge, resources and best practices to successfully support the chapter you advise. Please review the information included in this bulletin for registering and participating in this event.

Out of an abundance of caution and care for the health of our sisters, Delta Gamma will be hosting this event virtually. Although we are saddened that we cannot gather in person, we are excited to see you virtually this winter.

Please review the information included in this bulletin to answer any questions you have about this event. If you need more information, please contact Arielle Siner, events specialist, at dgevents@deltagamma.org or call Delta Gamma Executive Offices (EO) at (614) 481-8169.

We ask that you register **by Monday, December 15, 2020**. Registration will be open and available thereafter on a rolling basis.

Table of Contents

1. Action Items	1
2. Purpose: Delta Gamma Adviser Training Academy (ATA).....	2
3. Who: Collegiate Chapter Advisers	2
4. When & Where: Wherever You Are!	2
5. Waivers	2
6. Training Experience.....	3
7. Online Registration – register by December 15, 2020.....	3
8. FAQs.....	3

1. Action Items

- This document contains registration information related to the Adviser Training Academy (ATA). Participants should **read this entire document** before completing registration.
- **Complete online registration by December 15, 2020.** See 7. *Online Registration* for the link.
- An email will be sent to all registered attendees in early January, providing final information about the virtual training experience and additional event reminders.

2. Purpose: Delta Gamma Adviser Training Academy (ATA)

The purpose of the Adviser Training Academy is to engage collegiate chapter advisers who are new to their roles by providing functional training that will connect them with Delta Gamma Fraternity Standards, policies and procedures while empowering them to serve as mentors and role models for collegians.

3. Who: Collegiate Chapter Advisers

This training is required for the following advisers who are serving in the first year of their roles, *and* have not attended an ATA:

- advisory team chairmen (ATCs)
- Honor Board advisers (HBAs)
- chapter financial advisers (CFAs)
- member education advisers
- membership advisers

Participation in ATA: Winter Session is intended for advisers that have been appointed since September 1, 2020 and/or were unable to attend ATA 2020. By attending ATA: Winter Session, these advisers can receive functional training now, rather than waiting for the next series of ATA events, scheduled for fall 2021.

Those who are not required, but wish to attend, may submit a request to be placed on the waitlist by filling out the registration form with the date they began in their role. Waitlist registration and attendance status will be provided as soon as it becomes available, based on total attendance and space available.

4. When & Where: Wherever You Are!

ATA: Winter Session will be held on Saturday, January 16, 2021 from 10:30 a.m. – 5:30 p.m. Eastern Standard Time (EST). Due to considerations surrounding the global pandemic, this year's ATA will be entirely online, with all training held via Zoom.

5. Waivers

If you are unable to attend one of the four sessions offered, please complete the [Event Waiver](#).

All required attendees must either register to attend ATA or submit a waiver. Please note that any adviser with an approved waiver will be required to attend this training at another time, whether in-person or virtually.

Waivers will only be approved for acceptable reasons as detailed in the [Travel and Event Policy](#), Annex C, including:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict
- (7) University athletic event (as a participating athlete)
- (8) Concerns about/inability to perform technology requirements for attendance (for online events only)

Waivers must be submitted as soon as the conflict is known.

If a required attendee is unable to attend the event and does not submit an approved waiver OR if an attendee's waiver is denied and she still decides not to attend the event OR if an attendee registers to

attend the event but does not attend and does not submit an approved waiver, the attendee may be charged the cancellation fee of \$100.

6. Training Experience

There is no cost to participate in this event.

The following factors will be key to your virtual experience:

Technology: All advisers are required to participate with a computer, web camera and microphone.

- You will be asked to confirm during registration that you will have access to these tools for your use during the training.
 - You can test your web camera [at this website](#), and your microphone [at this one](#).
- Zoom, a web-based, video conferencing service, will be the platform used for this event. If you are unfamiliar with Zoom, [click here](#) to learn more about this system.
 - A pre-recorded Intro to Zoom webinar will be made available in the pre-event email to be sent in January.
 - Please take a moment to [download Zoom](#) ahead of your training.
- Dedicated internet access is key to your participation in this conference.
- To maximize your training experience, we strongly encourage you to use a desktop or laptop computer for ATA, though you may choose to participate with a tablet. Use of a smartphone is highly discouraged.
- Should you need any assistance in acquiring these video conferencing tools, or need help downloading Zoom, please contact dgevents@deltagamma.org.

7. Online Registration – register by December 15, 2020.

[Click here](#) for online registration.

8. FAQs

- **Will I need to be logged on for the entire day of training?** Yes, all advisers will need to attend the full day to fulfill their training requirement. Please block your time according to the timeframe described in *Section 4. When & Where*, which is 10:30 a.m. – 5:30 p.m. EST.
- **I have never used Zoom before/attended a virtual training/etc. What do I need to know?** A pre-recorded Intro to Zoom webinar will be made available with pre-event communication in January. If you have never used Zoom before, please plan to view this orientation prior to your training session. Zoom is a web-based, video conferencing platform that will enable you to interact with other advisers, facilitators and Delta Gamma Executive Offices Staff. If you would like to schedule a practice session with a member of EO staff, please email dgevents@deltagamma.org.
- **How do I know if my web camera and/or microphone work properly?** You can test your web camera [at this website](#), and your microphone [at this one](#). These results are for your awareness and do not need to be shared.

If your web camera and/or microphone is not working or you do not have access to this technology, please email dgevents@deltagamma.org.

- **Will sessions be recorded?** No, sessions will not be recorded. The ATA curriculum focuses on dialogue and idea sharing, so a recording would not be effective outside of the training environment. This decision has been made so all attendees feel free to speak up during training.
- **Will we have break times scheduled throughout the day?** Yes, there will be ample breaks offered throughout the day. Break times are meant to be unprogrammed time for you to step away from your computer to rest and recharge.
- **When will I receive the event training schedule?** In January, you'll receive final details for the event, including important access links needed for participation. This pre-event email will also include a copy of the training schedule.
- **Will we receive a program book?** Supplemental program materials will be sent ahead of the conference via email. You may choose to utilize these materials virtually or print them out for your use. Printing would be a personal expense.
- **What topics will be covered?** Much of the training will be facilitated in adviser position-specific tracks in correlation with the Fraternity Standards for Collegiate Chapters. This training will also highlight changes in procedure due to COVID-19.
- **What if I have technical difficulties ahead of or during the training, or do not have access to necessary technology?** Email dgevents@deltagamma.org to discuss any issues with technology.
- **If I made a mistake on the online registration form, how should I correct it?** Email dgevents@deltagamma.org to update your registration.