

# 10 TO KNOW TECHNICAL TRAINING

- 1 Check the event calendar at [scte.org](http://scte.org) to see what other trainings nearby chapters are hosting.
- 2 Contact management of the MSO(s) in your area to see what topics are most needed.
- 3 Find a speaker. SCTE•ISBE maintains a [database of speakers](#) which includes SCTE•ISBE members who have presented at chapter events in the last several years.
- 4 Create and send a meeting notice with date, time, location, speaker, and topic. Chapters may cross-post this information on social media but the meeting notice must be emailed to all chapter members at least 3 weeks before the event. Be sure to copy [chapters@scte.org](mailto:chapters@scte.org) when you send the notice. Headquarters will use the notice to create the event on the National calendar. If we don't receive the information with enough notice we may not be able to count the event toward the chapter's training hours.
- 5 Speakers get credit for speaking at an SCTE•ISBE chapter event, but only if their name is included on the meeting notice.
- 6 Take attendance at your event. We recommend printing the current roster and checking off attendees as they arrive. Anyone not on the roster should complete the [sign-in sheet](#). Record attendance in the electronic attendance system.
- 7 Submit the sign-in sheets for anyone not in the electronic attendance system to headquarters. Within 30 days the information will be used to update the electronic attendance system.
- 8 Complete and submit a [Meeting Report Form](#) recapping speaker and attendance information. Note if you promoted membership in SCTE•ISBE and/or conducted certification testing.
- 9 Chapter training are closed in the system within 30 days of the end of the quarter. Therefore, all attendance must be added before that timeframe for the chapter to get hours and/or attendance credit. Chapters earn 10 matrix points for submitting this information within 30 days of the event.
- 10 Chapters may use webinar technology to further expand the reach of the training. SCTE•ISBE provides a platform on a first-come, first-served basis via [this form](#). The chapter will earn training hours for each additional site with at least 5 attendees. Take attendance online and submit a sign-in sheet for each remote location. Submit meeting report form.

Detailed chapter training guidelines are available on [CORE](#).

**SCTE • ISBE**  
C H A P T E R S

SCTE•ISBE  
800.542.5040  
[chapters@scte.org](mailto:chapters@scte.org)