

Chapter Event Selection Form

Chapter Educational Events are cost-effective training courses available for your chapter to host and earn revenue. Your attendees receive in-depth information while interacting with subject matter experts directly. You choose the date and presenters, set the registration fees, registration method, location (in-person or virtual), and platform (ex. Zoom if virtual).

Once your chapter selects their training option:

- You will receive access to all materials necessary to facilitate the event.
- Your seminar will be listed on the NCMA HQ website.
- After your event, your attendees will receive the training's corresponding CPEs and a certificate of completion.
 - Any CPEs awarded must follow the [NCMA CPE Guide](#).

Scheduling:

- To ensure proper processing, this selection form must be sent to memberservices@ncmahq.org at least 30 days prior to the date of the event.
- View other upcoming Chapter events in the [NCMA Learning Catalog](#).

Materials:

- NCMA will provide all applicable materials to the chapter electronically via the chapter contact's NCMA account in the My Virtual Training platform.

Chapter Contact Information	
Name/Person of Contact Amber Bush (Secretary)	
Phone 509-375-6429	E-mail amber.bush@pnnl.gov
Chapter Columbia Basin Chapter	
Co-Sponsoring Chapter (if applicable)	
Registration Link (for publication on the NCMA website)	

Event Options: Please select from the following 4 options.

Option 1: Host an event using a free NCMA HQ recorded 90-minute Self-Paced Virtual Trainings	
<ul style="list-style-type: none"> • Stream a previously recorded 90-minute self-paced virtual training in a chapter event • Limit of 1 event per quarter • Click here to view the list of 90-minute Self-Paced Virtual Trainings. 	
Name of Requested Virtual Training Win-Win Negotiations: Beyond the Numbers	
Event Date 12/05/2023	Start & End Times 11:30AM - 1:00PM
Virtual or In-Person? (Choose one)	<input checked="" type="checkbox"/> Virtual <input type="checkbox"/> In-Person

Option 2: Bring your chapter to an NCMA HQ-hosted Live Virtual training and share revenue

- Distribute an NCMA-provided promo code to your members
 - Members receive a 10% discount on registration
 - Your chapter receives 40% of the revenue from those who use your promo code to register
- Members must register individually through the NCMA Catalog
- Limit of 1 event per year
- [Click here to view the list of upcoming Live Virtual Trainings.](#)

Name of Requested Virtual Training

Event Date

Start & End Times

Number of Attendees

Option 3: Host a one-day training using NCMA HQ content (formerly NES)

- NCMA provides digital Participant Workbook, digital Facilitators Guide, PowerPoint file, chapter certificate template, and a post-event survey
- [Click here to view the list of available trainings.](#)

Requested Training (Choose one)

- [Collaborative Problem Solving for Contract Managers](#)
- [Contracting Compliance](#)
- [Leadership Strategies for Contracting Professionals](#)
- [Pricing and Negotiating Commercial Item Contracts](#)
- [The Contract Life Cycle: Using the Contract Management Body of Knowledge® \(CMBOK®\) as Your Guide](#)

Event Date

Start & End Times

Virtual or In-Person? (Choose one)

- Virtual In-Person

Option 4: Host your own chapter event

Event Name

Event Description

Event Date

Start & End Times

Event Cost

Virtual or In-Person? (Choose one)

- Virtual In-Person

Speakers Names & Titles

Speakers' Contact Information

Please email the completed form to memberservices@ncmahq.org