**Super Seminars**

It is up to each individual committee to determine if they want to conduct a super seminar at the AM/PIC. If a committee determines they would like to conduct a super seminar, it is the **committee’s responsibility** (National Chair and Regional Vice Chairs) to plan, implement and raise funds (if needed) for the seminar. Committees can use the annual allocated committee budget for the seminar expenses. All expenses above those funds are the responsibility of the committee.

It is recommended that all super seminars go through the committee structure, but it is not required. For those not coming through committees, the NACAA president must approve such request before being considered and all funding for such seminar will be the responsibility of person(s) making the request.

The following are the policies and procedures for conducting such a super seminar.

**Seminar submissions**

All super seminars must be approved by the respective council chair, vice president and president. Committees or lead person will need to submit the following:

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| Form | Description | Due Date |
| Super Seminar Application | Super seminar title, description of the subject matter being presented, list of speakers, and potential expenses or sponsorship funds. | Winter Board (December) |
| Board will approve or disapprove at winter board. Committees will be notified of decision by no later than January 1. |
| Seminar write up. | This will be used in the magazine. | February 15th. |
| Failure to meet deadlines or provide adequate documentation could result in super seminars not being accepted. |