

APPA Drive-In Workshop Frequently Asked Questions (FAQs)

What is the cost to organize a Drive-In Workshop?

APPA Business Partners sponsor the workshop through APPA and also subsidize the cost of the workshop luncheon and registration coffee break.

How is the Drive-In Workshop program and content determined?

APPA staff works closely with the business partner and the host institution to identify appropriate program content that is relevant to the needs of the APPA member institution hosting the event, and to other institutions within a 2-3 hour driving distance to the workshop. Workshop speakers may include subject matter experts from the business partner community and/or educational facilities professionals from area institutions. Business partners agree to refrain from workshop content that recommends practices supported only by specific products and services (i.e., workshop speaker presentations must be “ad-free”).

As the Host Institution, what are my responsibilities?

APPA member institutions that agree to host an APPA Drive-In Program are asked to provide adequate meeting room space; identify the food service provider/caterer with whom the business partner can arrange the luncheon and coffee break; provide audio visual equipment for presentations; and provide parking for attendees.

Who promotes the workshop?

APPA manages the promotion of the APPA Drive-In Workshop via email and through outreach to area APPA chapters. Host institutions also work with APPA to identify area institutions with an interest in the workshop program content and to share news of the workshop with them.

Who takes care of the Drive-In Workshop registration and badges?

APPA creates an online registration link and manages the registration process. The workshop attendee badges, a registration list, and registration materials are sent in advance of the workshop to the APPA Business Partner, who organizes the registration process onsite, and on the day of the workshop.

Where do I find complete details on organizing a Drive-In Workshop?

Full details on organizing an APPA Drive-In Workshop are available [HERE](#):