**Leadership Conference FAQs**

***I’d like to know what days of the training will be most valuable to me. Can you please explain the conference structure?***

Monday, December 7, 2020- Level One Training, Board Session, Host Summit

Tuesday, December 8-Wednesday, December 9, 2020- AWBC Leadership Conference

Monday is an optional, stand-alone, pre-conference day. Previously known as New Director Training, this is now referred to as “Level One” training. The United States Small Business Administration (SBA) conducts the training.

Topics include:

**Introduction to WBC Program Management**

* + SBA's Responsibility
	+ Grantee's Responsibility
	+ Program Reporting and Systems

**Measuring WBC Performance**

**EDMIS Orientation**

**Introduction to WBC Program Management**

* Notice of Award Overview
* Grants Management Requirements
* Financial Reporting Forms

***This day is appropriate for new directors and new staff members, as well as established directors and staff members who need a refresher or would like to fulfill the eight training hours required of all WBC staff members. This session will fulfill # of those hours.***

***Because this is an optional stand-alone session, there is a separate fee of $150 for this day. Please note, this day is not included in your standard conference registration. If you would like to attend, you will need to register separately.***

Also on Monday, we invite leaders from WBC host organizations to join us for the Host Summit and Roundtable, a special evening reception featuring a keynote from Mikaila Ulmer, founder of Me & The Bees. There is a separate fee for this event of $150 for this session.

Finally, on Monday, we invite members of WBC Boards to join us for a special board session featuring Alice Collier Cochran, author of Roberta’s Rules of Order. Alice will introduce a more inclusive, consensus building style for conducting board meetings.

Tuesday, December 8, -Wednesday December 9, 2020 are full conference days. Since moving from an in-person to virtual environment, and keeping in mind that AWBCs members include Hawaii, the West Coast, and Puerto Rico, conference hours will be 12:30-5:30 PM ET. The member fee for two days is $540.

***Can you explain the fee structures for the conference?***

$540 AWBC Member Fee- Includes access only to Tuesday and Wednesday sessions

$150- Level One Training (Includes access to Monday sessions only)

$150- Board Session (Includes access to the Monday Board session only)

$150- Host Summit and Roundtable (Includes access to the Monday Host Summit and Roundtable only).

***I purchased a training bundle earlier this year. Does that bundle include access to the conference for everyone in my WBC?***

Bundles included a single conference registration good for one person at the $540 member rate. If additional teamates would like to attend, they will need to register at the AWBC member rate of $540 for the Tuesday and Wednesday sessions.

***How do I access the conference sessions on the day of the conference?***

AWBC’s virtual platform is being developed by CVENT. Closer to the conference you will receive instructions on how to access your sessions including links to the virtual platform