

I²SL Chapter Resources



Education Day Success Without Stress

Dear I²SL Chapter Officers,

As technologies and services in the high-technology facility industry grow and change, it is important for I²SL Chapters to be a local provider for educational opportunities. Education Days go beyond other chapter events to offer a variety of presentations and other aspects such as tours and panel discussions. They can also showcase your chapter and encourage non-members to become involved in the mission of advancing sustainable laboratories globally. I²SL HQ asked three chapters for their lessons learned and input and below are their top three tips:

Timing Is Everything

Since Education Days are large-scale events, planning ahead is crucial to the event's overall success. The Colorado Chapter starts planning more than eight months in advance to properly pace actions and ensure a detailed plan is in place. Review the [Basic Event Planning Timeline](#) for a step-by-step overview of action items and reminders to ensure every 'i' is dotted and 't' crossed.

Chapter Spotlight

Special thanks and appreciation for the [Colorado Chapter](#), [Heart of America Chapter](#), and [North Carolina-Triangle Chapter](#) for their assistance with this month's Chapter Resources email.

With a Little Help From My Friends

Hosting an Education Day involves many chapter members, organizations, and local high-tech facility professionals to pull off successfully:

- Divide tasks among chapter members to ensure everyone is involved and keep stress levels as low as possible. Review the [Colorado Chapter's task list assignments](#) for ideas on how to assign tasks among chapter members.
- Reach out to speakers who will be presenting at the [I²SL Annual Conference](#) to share presentations that could be more specific to your region. In addition, plan tours or panel sessions that draw from those presentations to continue the conversation and provide a multi-faceted event.
- Invite local organizations to share their technologies and services with event attendees and help them "kick the tires" on products. Check out the [North Carolina-Triangle Chapter's](#) educational event that included three

presentations with a sustainability focus on new equipment technology for laboratories as an example.

- Let I²SL know about your event in advance, so we can help you publicize and maximize participation!

Finish Strong

After a successful Education Day, it is important to jot down lessons learned from the event while it's still fresh. The Heart of America Chapter lists questions they had throughout the planning process and at the event to review in preparation for next year's event. Also, completing the [event report](#) captures important information at a glance to remember past sponsors and attendees who may be interested in future chapter events.

Thank you for your continued support of I²SL!

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