

## How to Schedule and Host a FCSN Workshop

### 1. PLAN AHEAD!

You need time to advertise and allow people to “Save the Date”

Is there a neighboring SEPAC who wants to co-host?

### 2. CHOOSING A DATE

- Check your school district calendar to avoid major conflicts
- Choose a date (and an alternative date)
- Determine a two-hour timeframe that best works for your audience
- (If in-person, place a 3 hour room reserve on your location for the workshop)

### 3. REQUEST A WORKSHOP

Use FCSN’s online workshop request form - <https://fcsn.org/pti/workshops>

Please allow at least 30 days between the request and the requested workshop dates

Once we have a presenter, a confirmation of the workshop will be sent with workshop materials

### 4. ARRANGE FOR PAYMENT

Check with MassPAC about your SEPAC’s current membership status – [masspac@fcsn.org](mailto:masspac@fcsn.org)

A MassPAC membership entitles a District/SEPAC to one FCSN Basic Rights workshop at no cost

Other FCSN workshops are \$495. MassPAC members have the option to purchase one additional workshop at half-price or \$247.50

Please work with your school district to see if they need to create a purchase order for a workshop.

### 5. ACTIVELY PROMOTE AND SHARE THE FCSN WORKSHOP FLYER

Add your SEPAC contact information to our workshop flyer and publicize the workshop

Invite parents, local neighboring SEPACs, your special education administrator, and other educators

### 6. CONTACT THE PRESENTER

One week prior to the workshop, confirm details via email with presenter (date and time)

Please copy in Kristin LaRose in your email to the presenter ([workshops@fcsn.org](mailto:workshops@fcsn.org))

### 7. SET UP FOR THE WORKSHOP

Arrive a few minutes early to introduce yourself to presenter

Advise presenter if special education administrator will be present

Prepare short introduction on how families can connect with your SEPAC

## QUESTIONS?

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