



# INTERNATIONAL INSTITUTE FOR SECULAR HUMANISTIC JUDAISM



## Guidelines for Hosting Weekend Seminars

*Hosting a weekend seminar is a wonderful way to provide quality Secular Humanistic Jewish educational programming for your community. Seminars are also excellent events for outreach and publicity.*

### Benefits to Your Community

- **Unique educational opportunity** for adult education, youth educators, teachers, and the host community's lay leadership
- **Invests in community's "human capital,"** creating more educated and more committed members
- **Quality marketing/outreach opportunity** to attract new members and new interest
- **Publicity opportunity** for outreach to broader Jewish/general community
- Opportunity to interest community members in one of the **IISHJ Professional Leadership Programs:** Educator, Leader, Music Director, Spokesperson
- **Special discount rate** for host community members to participate in the seminar

### IISHJ Provides

- **Faculty salary, transportation and lodging (if not home hospitality)**
- **Marketing:** creation and distribution of publicity and registration fliers to national movement organizations for dissemination to communities
- **Seminar Packet** originals (required readings, student materials)

### Host Community Provides

- **Local Publicity:** encourage host community and public participation
- **Faculty Support:** hospitality and transportation during seminar weekend
- **Seminar Arrangements:** venue, registrations, roster, accounting.
- **IISHJ Seminar fee of \$1500**
- **Seminar Packets:** copy and assemble

## **More Information**

### **Scheduling**

Communities must be currently affiliated with either the Congress of Secular Jewish Organizations or the Society for Humanistic Judaism to be eligible to host IISHJ Weekend seminars. Communities are encouraged to offer partial registrations (Saturday am, Saturday pm, Sunday am), as well as a price difference between community members and the general public. Seminar dates and topics are arranged with the IISHJ – for ideas of possible titles, visit [www.iishj.org](http://www.iishj.org).

### **Financial Arrangements**

As described above, IISHJ covers all faculty costs: transportation, lodging and honorarium. The Host Community is responsible for providing the seminar venue and local publicity in addition to its \$1500 financial commitment to the IISHJ for the seminar. The community and IISHJ agree on a tuition rate, and the community collects all tuition. Any audio or video reproductions of seminar sessions are the property of IISHJ, and any sale of such must be approved by IISHJ in advance, with proceeds divided between the Host Community and IISHJ.

### **Support and Publicity**

Host Communities are encouraged to find one or more members of the community who might serve as Patrons or sponsors for the seminar, to be appropriately acknowledged in all IISHJ and local publicity. Host Communities can refer to the faculty as a “Scholar in Residence” (or similar phrase) in their local publicity materials – this is a recognized format in the Jewish community, and may encourage coverage of your weekend seminar events.

### **IISHJ Professional Students**

Students in IISHJ Leadership Training programs pay additional \$100 credit hour fees - these are included in the general tuition revenue. This encourages communities, particularly those with students in such programs, to host required seminars as they are likely to draw such students. Communities may also find their own members have interest in the IISHJ Leadership Program.

**If your community would like to explore hosting an IISHJ seminar, or if you have any questions, please contact Rabbi Adam Chalom, Dean for North America of IISHJ, at [achalom@iishj.org](mailto:achalom@iishj.org) or on his direct line at 847-602-4500.**