• Technical Advisors are subject matter experts on whom the Training Consultants rely.

• As a Technical Advisor, you will need to be available to assist the Training Consultant with whom you are working during the planning and implementation of the seminar.

• You must have time to devote to the seminar. Ask the Training Consultant to give you an idea of how much time will be required of you. Serving as a Technical Advisor may be time-consuming—or it may not.

• You will assist the Training Consultant with formulating the agenda, including checking that the proposed topics are current and presented in a logical order. The Training Consultant will give you a deadline for the agenda. Changes to a set agenda (including moving topics and adding speakers) are not allowed—except in the case of a speaker cancellation or change in the law, etc.

• You will assist the Training Consultant with finding speakers, as needed.

• You will consult with the Training Consultant prior to confirming any and all instructors. There may be circumstances (past or present) of which you are unaware that have excluded or should exclude someone you have chosen to teach at the seminar.

• You are encouraged to promote the seminar within your office and with colleagues outside of your office (as appropriate).

• Understand that prior approval by the Training Consultant (and perhaps her/his supervisor) is necessary if there are speaker fees or out-of-state travel for a particular instructor.

• Plan to be on-site for the entire seminar to introduce instructors, monitor the schedule, and generally facilitate the program.

• Please keep in mind that CDAA has earned an excellent reputation for its training programs. All CDAA trainings are a reflection on CDAA.

Thank you for taking on this important responsibility!