HOSTING AN EVENT?

El Camino College | PROFESSIONAL DEVELOPMENT

Are you hosting an event? Is the event flex eligible for faculty?

Professional Development and Learning is available to assist with your event registration in Cornerstone!

1. Fill out the <u>Activity Proposal Form.</u>

2. Once your event is entered in Cornerstone you will receive an email confirmation.

3. Now people can register for your event through Cornerstone. As an event host, you are able to track registration and easily take roll for your event!

(Please note: event registration is not available to students.)

4. After your event, you are responsible for submitting attendance, our department will give you presenter flex credit after the event attendance is submitted.

Presenters also earn triple flex credit for each one-hour session.

> **x3** For the first time you present the material
>
> **x2** The next time you present it

In the event you add yourself to the roster as an attendee, please contact our department so we may remove you from the roster.

If you have any other questions or concerns, please contact us at **prodev@elcamino.edu.**