



Equity in the Center

Open Enrollment Workshop Policies



Salutations!

Thank you for your interest in participating in Equity in the Center's (EiC) Open Enrollment Session for Organizations. During the open enrollment session, we will provide an overview of EiC's Race Equity Cycle framework and research, review management and operational best practices that help organizations transform culture, address how structural racism manifests in organizations and more. The two modules will be facilitated by Managing Director, Ericka Hines. The first module focuses on the Race Equity Cycle framework for organizational transformation, and includes breakout groups for discussion and Q&A. The second module is a deeper dive on operationalizing equity, and includes break out discussions designed to support identification of specific priorities and action steps to build a Race Equity Culture in your organization.

If your organization is working with an independent consultant, they will be asked to complete a [form](#) confirming Terms of Use of the Race Equity Cycle Framework before participating in the workshop.

What You Can Expect

This Open Enrollment for Organizations package includes:

- One Awake to Woke to Work Working Session, which consists of two (2) two-hour modules
- A recording of the session for all of your attendees to view within 10 days of the open enrollment session,
- One (1) 60-minute Office Hour for members of your organization, and other organizations attending the open enrollment session where you may ask additional questions of the facilitator to deepen your understanding and application of the Race Equity Cycle framework (*See below for more details*),
- A condensed resource list sent to you and your attendees,
- Email coordination and logistics

More About the Office Hour...

The Office Hour is a sixty (60) minute session with Ericka Hines, Managing Director. This session is open to all organizations who attended the Open Enrollment Session for Organizations. During this session, you and the other organizations in attendance, will be able to ask additional questions of the facilitator, in order to deepen your understanding and application of the Race Equity Cycle. To ensure the Office Hour experience is beneficial to all in attendance, we ask that each organization identify 3-4 questions in advance, and limit participation to no more than 4 representatives from your organization who attended the open enrollment session.

To get the most out of the office hour, we recommend you:

- **Identify your team of four** from the staff who attended the open enrollment session. We recommend the team be diverse along multiple dimensions, and include people who are leading and making decisions about racial equity work in your organization.
- **Gather and send questions in advance.** We ask that you collect and prioritize up to five questions from the team and share with Equity in the Center via [this form](#) two weeks prior to the office hour.
- **Revisit the Race Equity Cycle.** Review the framework, levers, and examples from the publication and further reflect on its application to your work, so that your questions and experiences in the office hour are as specific and relevant as possible.

Invoicing & Payments

In order to secure seats for your organization in the selected Open Enrollment for Organizations session, the organization needs to complete the [Google Form](#). We will contact you to confirm and send an invoice to the information submitted. The invoice for the registration fee must be paid within 14 calendar days of receipt. At this time, you will also submit a tentative list of attendees. The finalized list of attendees is due three (3) weeks before the first module. Please notify us if you exceed the number of participants allotted for the ticket option you initially selected before the three (3) week threshold so we can discuss invoice and ticketing modifications.

Equity in the Center now uses a tiered pricing model to better align with best practices among equity-focused organizations. We ask that organizations purchase tickets at the rate that aligns with your organizational budget and sector.

	Subsidized Rate	Actual Cost Rate	Supporter Rate	Investment Rate
	Non-profits with budgets <\$1M	Non-profits with budgets between \$1M and \$3,999,999; government	Foundations with assets less than \$10M; non-profits with budgets between \$4M and \$9,999,999	All for-profit companies; foundations with assets over \$10M; and non-profits with budgets \$10M and above
15-20 ppl	\$3,225	\$4,300	\$5,375	\$6,450
21-35 ppl	\$5,375	\$6,450	\$7,525	\$8,600
36-49 ppl	\$8,600	\$9,675	\$10,750	\$11,825

**Budget categories based on [Rockwood Leadership Institute](#)'s tiered pricing model*

We use an invoicing system, Bill.com, for all payments. An invoice will be sent to the contact listed on the Google Form. This contact will receive an invitation via email and will need to set up a profile in order to pay the invoice. If, for some reason, you are unable to pay via Bill.com, we can also accept

ACH payments. However, **EiC only accepts electronic forms of payment, and cannot accept checks.**

Refunds

If you need to reschedule after we have received payment for the open enrollment session, you can request that your organization be transferred to a new Open Enrollment date up to one year (12 months) in the future. Please notify EiC of your intention to reschedule no later than 2 weeks before the first module.

If you need to cancel, our refund policy is:

- Before 8 weeks, you will receive a complete refund.
- Between 6 and 8 weeks, you will receive 50% of the original payment.
- Between 3 and 6 weeks, you will receive 25% of the original payment.
- Fewer than 3 weeks before, if you don't want to reschedule, you will **NOT** receive a refund.

We reserve the right to cancel or postpone a workshop or training in our sole discretion. If we cancel or postpone an event, we will use reasonable efforts to reschedule the canceled or postponed seminar or event to within twelve (12) months from its original start date and/or refund tickets purchased to the original payment method.

Communication

We will be using the emails you submitted in the Google Form to distribute messaging about the workshop such as a high level agenda, pre-reads and a reminder of how to access the Zoom meeting. We will convert the spreadsheet you submitted to a Google Sheets document. This Google Sheet will be used to ensure all registered participants receive messaging from our team, and designate breakout rooms. You will have until 3 weeks (21 calendar days) before the event to modify the spreadsheet. Out of an overabundance of concern for safety/privacy of the session, we will be requiring attendees to also complete registration through Zoom, which will generate a unique link for each attendee. This registration form will be sent out in the pre-workshop emails we send. We will also be using the sheet - highlighting names green - to let you know when your attendees have completed the Zoom registration.

All emails sent to participants will be from the workshops@equityinthecenter.org email address (CC'd here). You may direct any attendees to that email address should they have any questions

Additional Information

- Technology works well, until it doesn't. If you encounter difficulty entering one of our workshops, please email us at workshops@equityinthecenter.org.

By completing this registration and entering the Zoom Workshop Space you and your attendees are agreeing to our Digital Workshop Policies as stated below. These Digital Workshop Policies will be sent out to your attendees via email when we send out other messaging.

One Registration = One Screen = One Participant: Your organization is registering for a workshop that is designed to use a shared online workspace and small group breakouts. As a result, screen sharing among multiple participants is not feasible. If, for accessibility, one of your attendees requires an additional person to be present in the workshop, please let us know in advance. Otherwise, if your attendees are planning to access the workshop in the same space as colleagues, co-workers, friends or family members, each person will need their own ticket and must access the workshop individually via their individual Zoom account. If your attendees show up on the day of the workshop with multiple people using one Zoom account, they will be removed from the workshop.

Handouts and Recordings Are Copyright Protected: Equity in the Center will send out recordings of the meeting afterwards. Note that this is copyright protected material and is provided for use by those who have attended the workshop. No other use of this material is authorized. However, participants may share the Awake to Woke to Work: Building a Race Equity Culture publication and other resources.

Camera On: We ask that your attendees keep their camera on and engaged in the breakout rooms. We ask that if they find the need to turn your camera off, or step away during the large group discussions, please write a brief private message to the host in the workshop “chat” that they are still engaged but are needing to go off camera for a moment or some other appropriate message.

Thank you for your cooperation,



Equity in the Center Team

Please note this policy is subject to change. In such instances, you will be sent the most updated version.

If you have any questions or concerns, please email workshops@equityinthecenter.org.