

EMDRIA[®] REGIONAL COORDINATOR AND NETWORK GUIDELINES

EMDRIA Regional Network Guidelines

1. Regional Networks are open to all clinicians and researchers who have completed at least part of an EMDRIA Approved Basic EMDR Training. Status as a current EMDRIA member is not required in order to attend a Regional Network Meeting.
2. Regional Networks hold meetings that take place one or more times per year. They may cover a wide variety of formats and content, such as lectures, research updates, case studies or presentations, clinical applications, special populations, special topic panels and presentations of workshops from the annual EMDRIA conference. EMDRIA suggests that Regional Coordinators act in response to the region's needs based on feedback received from meeting attendees.
3. Regional Networks hold meetings that are conducted as nonprofit events. Attendees should only be charged fees to cover the expense of administering and operating each meeting.
4. Regional Networks should use the designated title for their area, for example "Southern California EMDRIA Regional Networks".
5. All Regional Network presentations must be consistent with EMDRIA's definition of EMDR which can be accessed on-line at www.emdria.org or in hardcopy format by contacting EMDRIA. If you have questions about whether a particular program is appropriate, please contact EMDRIA with your questions.

EMDRIA Regional Coordinator Guidelines

1. Regional Coordinators must maintain current EMDRIA membership status in good standing.
2. Regional Coordinators must maintain current, active EMDRIA Certification status (or Approved Consultant status).
3. A Regional Coordinator's role is to lead and assist with local meetings and programs, and to provide current and up-to-date information on EMDR and EMDRIA to meeting attendees.
4. In order to maintain active status, Regional Coordinators are required to follow these EMDRIA Guidelines and must hold at least one Regional Network Meeting a year.
5. Regional Coordinators should keep updated on EMDR and EMDRIA information by reading the quarterly *EMDRIA Newsletter*, EMDRIA Website (www.emdria.org), through the RC Listserv and by communicating directly with EMDRIA staff and the Regional Coordinating Committee as needed to share information with meeting attendees.
6. Regional Coordinators are encouraged to provide opportunities for EMDRIA non-members to become members of EMDRIA. Membership information is available online at www.emdria.org and membership brochures can be mailed to you by contacting EMDRIA.

EMDRIA Regional Network Operational and Reporting Guidelines

1. Please refer to the ***Regional Meeting Advertisement Checklist*** as you create your email announcement or mailing flyer for your meeting. All Regional Meeting advertisements and promotional materials must be submitted to and approved by EMDRIA prior to sending out your announcement. Only EMDRIA Regional Coordinators have permission to use the EMDRIA trademark name in the description of their Regional Network for example, "Southern California EMDRIA Regional Network".
2. Regional Coordinators **may not incorporate** EMDRIA Regional Networks. Each coordinator must be an "**individual**", as opposed to any other entity, such as a corporation, partnership, nonprofit organization, trust, etc.
3. Regional Coordinators are to be financially independent of EMDRIA. Regional Coordinators will be responsible for all expenditures if expenditures are incurred.
4. **It is strongly suggested that Regional Coordinators confirm in writing any arrangements with presenters before presentation is given at a Regional Meeting.** Contractual agreements between Regional Coordinators and presenters are encouraged.
5. Prior to each meeting, Regional Coordinators must notify EMDRIA of the meeting date, format, topic, etc. for approval. This can easily be accomplished by forwarding a copy of the meeting flyer via U.S. postal mail, fax or by sending an email announcement to EMDRIA prior to the distribution of the meeting advertisement. As an added benefit, Regional Coordinators may request both Mailing Labels and Email Lists free of charge by using the proper request form and submitting the form to EMDRIA. Please refer to the ***RC Mailing Label Request Form*** and the ***RC Email Request Form*** for more information and instructions.
6. Regional Coordinators who have regularly scheduled meetings and submit a yearly schedule to the administrative office are not required to report each individual meeting. Regional Coordinators are still required to submit promotional materials for meetings before they are distributed. If a yearly schedule is not submitted, each individual Regional Network meeting must be reported as the meetings are scheduled. EMDRIA will list Regional Network meeting dates, locations, topics and times on-line at www.emdria.org **No fee is charged for the on-line advertisement of Regional Network meetings.**
7. Regional Coordinators are to keep appropriate bookkeeping records and send, after each meeting, an Income & Expense Report to EMDRIA. Please refer to the ***Bookkeeping Suggestions*** and the ***RC Income & Expense Report Example*** for guidance on this process. If no fee is charged to Regional Network meeting attendees, then Regional Coordinators are not required to submit a financial expenditure report.
8. Regional Coordinators are not to charge participants (to the best of their knowledge) more money than it costs to operate a Regional Meeting. **Fees received at Regional Network meetings are to cover expenses ONLY! If excess funds remain at the end of a Regional Network meeting, the funds shall be allocated for future meetings.** Regional Coordinators may reimburse presenters for their expenses (meals, travel and lodging) and can also pay a reasonable honorarium **not to exceed \$250.00 per Presenter**, if necessary, in order to provide quality programs.
9. In the event that Regional Network dissolves, any funds remaining at that time shall be refunded to participants or donated to a charitable organization.

EMDRIA Credits (continuing education in EMDR) and Regional Networks

1. Although it is not required that Regional Network meetings offer EMDRIA Credits, if a Regional Coordinator would like a Regional Network program to be approved for EMDRIA Credits, the Regional Coordinator must complete the EMDRIA Credit Provider Application and submit a Program Application for each meeting held desiring EMDRIA Credits. **The fee is waived for Regional Coordinators who apply for EMDRIA Credit Provider status.**
2. If you are already an EMDRIA Credit Provider for your Regional Network meetings and wish to apply for EMDRIA Credits (continuing education in EMDR) for a particular meeting topic/program, be sure to submit your Program Application & supporting documents to EMDRIA for review at least 45 days prior to the Regional Network meeting's start date. **The fee is waived for Regional Coordinators submitting EMDRIA Credit Program Applications.**
3. Regional Network meetings that are approved to offer EMDRIA Credits must comply with the current policies and procedures for EMDRIA Credit programs.
4. When submitting Regional Network meeting program applications for EMDRIA Credits, be sure to refer to the ***Regional Network Advertisement Checklist*** prior to developing your meeting announcement.
5. Be sure to refer back to the ***Regional Network Operational & Reporting Guidelines*** located on the previous page of this document prior to submitting an EMDRIA Credit Provider and/or Program application to EMDRIA.