



## ABSA International Professional Development Course Instructor’s Guide

68<sup>th</sup> Annual Biosafety and Biosecurity Conference

October 24-29, 2025

Raleigh, NC

### Course Schedule

Fri., Oct. 24	<b>In-person Courses</b>	
Sat., Oct. 25		
Sun., Oct. 26		
	<b>Virtual Courses</b>	

**In-person Course Note:** AM courses are scheduled from 8:00 am - 12:00 pm unless otherwise noted, with a refreshment break at 10:00 am. PM courses are scheduled from 1:00 pm - 5:00 pm, with a refreshment break at 3:00 pm. Full day courses follow both the AM and PM schedules with a lunch break from 12:00 pm – 1:00 pm. A box lunch will be provided for all instructors (full and half day AM/PM) on the day of their course.

### Role of the Facilitator

Each course will be assigned at least one facilitator from the ABSA Preconference Course Committee. Your facilitator will be contacting you shortly to answer any questions you may have. You are asked to submit all course materials to the course facilitator by **the dates provided below for in-person or virtual courses**. The facilitator’s role is to review your submitted materials for consistency in font, font size, and overall presentation format. Based on course participant feedback from past courses, the facilitator may make suggestions to the instructor for possible changes to content, but the decision is left up to the instructor to accept or decline the suggestion.

Your facilitator will be present at your course to assist with audio visual equipment, monitoring of attendance, and distribution of course materials. Any suggestions you may have for improving ABSA’s professional development courses should be discussed with the facilitator.

### Instructor Honoraria and Expense Information

- Honoraria
  - Honorariums are provided to the instructor(s) on a *per course* basis as compensation for the development and instruction of courses and includes \$250 for a one-night hotel stay and breakfast/dinner the day of the course. Details are outlined below.
    - **In-person Half day course (1 instructor only)** - \$950 honorarium and travel expenses
    - **In-person Full day course (1 instructor only)** - \$1650 honorarium and travel expenses
    - **In-person Full day course (2 or more instructors)** - \$1900 honorarium and travel expenses
    - **Virtual Half day course (1 or more instructors)** - \$700 honorarium per course
    - **Virtual Full day courses (1 or more instructors)** - \$1400 honorarium per course
- The ABSA Office will contact the course instructor(s) to find out if the honorarium is able to be accepted and if the honorarium amount will be split among the multiple instructors for the course.
  - Prior to the conference, the Director of Education will send all **in-person** instructors the honorarium information to be completed and returned prior to the conference.
  - At the conclusion of your course, the Director of Education will have you sign for your honorarium check at the conference. It will be at this time; each instructor will receive their check on-site. Virtual instructors will receive their checks via US Mail or wire transfer.

### Attendance at the Conference

We encourage course instructors to attend the ABSA Conference. Conference registration fees are not waived for course instructors; you may register online at [www.absaconference.org](http://www.absaconference.org), on-site, or by contacting the ABSA office.

### Withdrawal

If an emergency arises and you must cancel, contact the ABSA Director of Education at [education@absa.org](mailto:education@absa.org) or call (224) 360-6397 immediately with suggestions (if possible) for an alternate instructor.

### **Punctuality**

**In-person instructors**, please check in with the ABSA Director of Education upon your arrival; they will direct you to your assigned room. Course sessions are expected to begin promptly at 8 am. Rooms are available to view approximately 1 hour prior to the start time of your course. **Virtual instructors**, please be in the zoom room 30 minutes prior to your course start time.

### **Audio/Visual Materials (In-person Courses only)**

**Instructors are expected to provide their own laptops for their presentation.** You are encouraged to make full use of visual materials to enhance your presentation and make it memorable to your audience. Standard AV equipment (LCD projector, screen, flip chart and marker set, pointer, and lavalier (clip-on) microphone) will be provided. Any request for additional equipment must be submitted before **15 August 2025** to the ABSA Office ([education@absa.org](mailto:education@absa.org)) and will be reviewed on a case-by-case basis. There will be free Wi-Fi in the course rooms. However, please do not rely on this to show videos or the like. Please have those items downloaded to your laptop for successful viewing during your course.

### **Course Participants**

Course registration is capped at the maximum number of people that the room will allow. If your course is designed for a specific number of attendees, please inform the ABSA Office ([education@absa.org](mailto:education@absa.org)) no later than **15 August 2025** and we will do our best to accommodate the request.

### **PDC Instructor Call**

The Preconference Course Committee will arrange for a conference call for new and seasoned ABSA Conference Professional Development Course instructors. The date and time of the call will be announced via email. All instructors are encouraged to attend the call to gain valuable insights into how to prepare for and deliver a course at the ABSA conference. The intent of this call is to provide instructors with tips for developing a memorable and informative course (based on attendee feedback) and to get overall general expectations during the course.

### **Course Handouts**

Handouts and course materials are a very important part of each ABSA professional development course, and their quality significantly affects course ratings. Course attendees pay to attend a professional development course not only to learn something on the day of the class, but also to gain valuable reference material to take back and apply on the job. High quality handouts ensure that attendees will remember your presentation. No handout can save a bad presentation, but a well-designed handout can make the difference between a good presentation and a great one.

### **Course Files Location and File Name Creation**

- All instructors and facilitators will be given access to a One Drive folder for the submission of all course files.
- Please use the following file naming format when uploading your files to the one drive folder.
- This applies for both **in-person** AND **virtual** courses.
  - For courses with **more than one presentation/section**, label the file as follows:
    - 01\_(25PDC\_Coures #)
    - 02\_(25PDC\_Coures #)
    - 03\_(25PDC\_Coures #)
    - Etc....
  - If you have files that need to be **printed**, label the file as follows:
    - 01\_PRINT\_# of copies (ie full course or # of groups)\_25PDC\_Course #
    - 02\_PRINT\_# of copies (ie full course or # of groups)\_25PDC\_Course #
    - Etc.
  - If you have files that are **resources**, label the file as follows:
    - 01\_RESOURCE\_25PDC\_Course #
    - Etc.

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## **\*\* IN-PERSON COURSE INSTRUCTORS \*\***

**In-Person** Course materials **must** include:

- A separate document outlining the **time-specific agenda** of the course
  - Coffee breaks: 10:00am-10:15am; 3:00pm-3:15pm
  - Lunch: 12:00pm-1:00pm
- Instructor biography and contact information
- Presentation slides in PowerPoint or PDF format (if PDF, only page numbers required, NO DATES)
- All materials will be posted to the ABSA International Training Site for participants to download and take notes on during your course. No materials will be printed out, everything will be electronic. However, if there are group discussion materials or other printed materials needed for group work, please contact the ABSA Director of Education at [education@absa.org](mailto:education@absa.org) or call 224.360.6397 no later than **5 September 2024** with your request.

- Additional reference material that supplements the course content such as a list of related books, journal articles, websites, video links, reference documents, etc., that complement the course will be posted to the training site as well. Please be aware of any copyright issues.

### **In-person Course Materials Deadline:**

**\*\*PLEASE NOTE:** If your institution **requires approval** of your materials before presentation, then it is the instructor's responsibility to obtain said approval **BEFORE** the **5 September** deadline to the facilitators for review.\*\*

**5 September**     **Materials to Facilitators**  
**19 September**   **Facilitator Comments due to Instructors**  
**26 September**   **FINAL Materials due to ABSA Office**

## **\*\* VIRTUAL COURSE INSTRUCTORS \*\***

**Virtual** Course handout materials must include:

- A separate document outlining the time-specific agenda of the course
  - Include advertised break and its length
- Instructor biography and contact information
- Presentation slides in PowerPoint or PDF format (if PDF, only page numbers required, NO DATES)
- Quiz questions and answers (*required* for P.A.C.E.<sup>®</sup> Contact Hours) – needed to measure ones learning pre & post course
  - (20 questions for half-day courses or 40 questions for full day courses)
  - Quiz questions can be true/false, multiple choice one response, multiple choice multiple responses
  - Avoid answers that contain none of the above or all of the above
  - Each question can have a maximum of 8 answer choices
- Poll Questions (optional, but great for added interactivity)
  - Types of poll questions: demographic, review of a section to gauge learning, or asked as a preview of a section to gauge knowledge
  - Poll questions are launched during the virtual course by the course facilitators – instructors are not responsible for launching polls
  - If the instructor chooses to use poll questions, please insert a slide in the presentation of when the poll is to be launched. This is beneficial for instructors to remember a poll question and for facilitators to know when to launch polls during the session.
- All materials will be posted to the ABSA International Training Site for participants to download and take notes on during your course.
- Additional reference material that supplements the course content such as a list of any related books, journal articles, websites, video links, reference documents, etc., that complement the course will be posted to the training site as well. Please be aware of any copyright issues.

### **Virtual Course Materials Deadline:**

- Individual virtual courses have their *own specific* set of course material due dates.
- All virtual course material deadlines will be subject to the date chosen for the course.

**All course materials are due to the ABSA Office 14 business days prior to the start of your virtual course.**

## **\*\* ALL COURSE INSTRUCTORS \*\***

**PLEASE NOTE (In-person & Virtual Courses):** After final approval of course materials, please resist the temptation to rearrange and/or "improve" your presentation. It is very frustrating for the attendees to attempt to follow handouts that no longer have any relevance to the presentation or are out of order.

**To meet the P.A.C.E.<sup>®</sup> requirements and provide contact hours for all courses, the contact hours must remain according to the scheduled times. Courses scheduled for 4 hours or 8 hours must adhere to the scheduled course start/end time as well as the assigned break times and lengths. Early dismissal of a course is strongly discouraged.**



**NOTE:** All course materials (**in-person & virtual**) must be received at the ABSA Office by **due dates listed above in this document** via [education@absa.org](mailto:education@absa.org).

Thank you for your participation, enthusiasm, and continued support of the ABSA Preconference Course Committee and the Annual Biosafety and Biosecurity Conference.