

Guidelines for bringing MET-developed workshops to a wider audience

The MET Council receives proposals to take our workshops to groups in a variety of settings outside Barcelona or the year's METM host city.

MET is interested in organizing workshop programmes in other cities. Our purpose is to reach more Mediterranean-based English language communication consultants (translators, editors, advanced writing instructors or speaking coaches). Each situation requires individual consideration. We've worked out the following guidelines to help a group decide what they would like to propose:

- You may wish to organize a MET workshop programme in your city, with our help and support.
- You may wish to bring MET workshops to another non-profit association's event.
- You may wish to make arrangements to invite a workshop facilitator directly.

Contact MET's Continuing Professional Development Chair, making your proposal in terms of one of the following categories and providing the information we need about your situation:

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Workshop sharing category	Example of content	Overall project structure	Local resources needed and proposal procedures	What MET provides	Rationale: MET's motivation
<p>1) A MET workshop programme in your city or region</p>	<p>A day or two with one or several of MET's established workshops on offer, plus possibly a small complementary programme of shorter presentations on interesting issues.</p>	<p>To attend a workshop, local people (editors, translators, other communication facilitators) would register and pay MET's low fees (including membership) in their local currency.</p> <p>Participants would become MET members.</p>	<p>1) At least three local MET members should write a proposal with a timeline. A reasonable time to make a proposal might be in the spring or summer for the following spring or summer.</p> <p>2) You must be able to arrange for a venue that is appropriate, donated by a sponsor, or subsidized heavily so that it is very inexpensive for MET.</p> <p>3) Your proposal should include a promotion plan for your local region.</p> <p>Proposals that include the piloting of at least one new workshop by a local person will be valued very highly.</p>	<p>MET would pay the speakers' travel expenses and the usual modest stipend. If local organizers can offer accommodation, that would be a great help.</p>	<p>1) We wish to spread awareness of peer-expert knowledge in places where there are English communication facilitators who have not yet travelled to METMs for a variety of reasons.</p> <p>2) We want to help small groups of MET members in a Mediterranean region to find colleagues locally, to help them build a critical mass of local practitioners. Another way to put this is that MET is seeking members in the region of the new workshop venue.</p> <p>3) We see such 'workshop events' as a way local members can pilot workshops or presentations before they bring them to the next METM for incorporation into the regular MET offering.</p> <p>4) MET would discuss how to use any profits that might be generated for the benefit of the local region's MET members. An example might be subsidizing travel to the next METM.</p>

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<p>2) MET-developed workshop(s) as part of another Mediterranean group's meeting</p>	<p>The workshop as described in the latest version of a MET programme</p>	<p>MET would be credited as well as the facilitator.</p> <p>MET members should be able to attend the event at member rates.</p>	<p>Write to express interest in a workshop.</p> <p>Describe your group and objectives and the type of event you're organizing.</p> <p>Explain why you're interested in the MET workshop and how you've learned about MET.</p>	<p>MET would possibly fund some costs, depending on the sister association's own abilities.</p> <p>This would be studied case by case.</p>	<p>MET wishes to support other Mediterranean groups by sharing our content with them.</p> <p>We hope the sister association's members would likewise share their expertise at METMs.</p> <p>MET is not seeking members in this case. (New members are always welcome, of course, but MET cooperates rather than competes with other associations.) However, we would hope a small critical mass of local people would form as a result of our cooperation, so that exchange would continue. Possibly such people would become MET members, or possibly they might form a MET-linked interest group within the sister association.</p>

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<p>3) MET-developed workshops at a non-Mediterranean group's meeting</p>	<p>The workshop as described in the latest version of a MET programme</p>	<p>MET would be credited as well as the facilitator.</p> <p>MET members should be able to attend the event at member rates.</p>	<p>Write to express interest in a workshop.</p> <p>Describe your group and objectives and the type of event.</p> <p>Tell us what expertise your group would be able to provide at the next METM.</p> <p>(If your group is not interested in exchanging expertise with MET, the best course would be to contact the facilitator directly to ask if he or she wishes to develop a version of the workshop for your group. See the next category.)</p>	<p>MET would study funding case by case, mainly in function of the motivations explained in the next column.</p> <p>Funding from MET is less likely in this category than in the previous one.</p>	<p>MET's main interest in this type of arrangement would be to exchange expertise.</p> <p>Although MET does not give priority to this category, we are a small association and we have gaps in our expertise. Therefore, we would welcome exchanges with groups that could help us fill those gaps.</p> <p>Please study our current and past programmes to see how your group might complement our content.</p>

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<p>4) MET workshop content adapted for a group of authors, students or editors</p>	<p>This category is not high priority for MET because we do not wish to interfere with local training initiatives.</p> <p>For MET to bring content to mixed groups, we must be convinced our training would not be competing with courses and training provided by our own members or potential members in your region. MET is not a business, but a forum through which to spread knowledge among trainers and communication facilitators.</p> <p>If a group proposes a MET workshop for a mixed audience, we would consider the proposal seriously, adapting the workshop to some extent.</p> <p>However, we also think it would be appropriate for the local organizers (institutions, university programmes) to contact individual facilitators directly to make proposals. Even though MET helps facilitators develop their ideas for our forum, calling them ‘MET Workshops’, in fact the intellectual property belongs to the facilitators, who can freely repackaging them for different settings. MET would be credited or not, as the facilitator considered appropriate.</p>