



A Guide to Hosting a Houses That Work Session in your Area

Are you responsible for coordinating continuing education opportunities for your members/staff or looking for added value opportunities for your key client base?

Houses That Work is:

- Considered the #1 building training program available;
- The most comprehensive building science, “green” curriculum;
- Taught by the industry’s leading field trainers;
- Turn key for host organization;
- Considered one of the most cost effective training programs;
- Approved by USGBC Education Provider Program for GBCI CE Hours towards LEED credentialing maintenance;
- Approved as continuing education credit for NAHB’s Certified Green Professional Designation, AIA/CES (HSW), AIBD, RESNET and BPI
- Customized to address regional issues, products, technologies and climate details

What do others have to say about the Houses That Work educational sessions?

“What an awesome experience it was hosting the Houses That Work education course! Coordination with the staff was a breeze, marketing for the event was professional and effective, and everything was so well organized that I would encourage every green building group to consider hosting one of these classes.”

–Ann Glimm, Co-Chairman of FBA Green Committee, Flathead Building Association

“It was gratifying to see the crowd enthusiastically taking notes and conferring during the breaks about how they were going to apply their new knowledge to their projects immediately. After the session, everyone was enthused about what a great day of genuinely helpful information they had just experienced. With no reservation at all, I would highly recommend attending any sort of EEBA training.”

– Len Ford, President, Ford Construction Corp.

For the last 5 years “100% of Houses That Work attendees said they would attend another session or recommend it to someone they know” DOE survey results

**Houses That Work IS your SOLUTION for educational outreach.
Plan your session TODAY**

How do I schedule a Houses That Work™ (HTW) Educational Session?

Step 1

Select a session topic:

- Houses That Work (full-day)*
- HTW Intro (half-day)**
- Selling High Performance Homes (full-day)
- Selling High Performance Homes (half-day)**
- Indoor Air Quality**
- Insulation & Air Sealing**
- Ventilation Strategies**
- Water Management**
- **Houses That Work for Existing Homes *NEW in 2010***

*recommended as prerequisite prior to the other sessions

**recommend a combination to form a full day of training

Step 2

Select at least 2 dates as options for your event.

Step 3

Contact the HTW staff to get things started

Contact Nancy at nancy@eeba.org or 952-881-1098 to begin the process for scheduling your session(s).

What is provided by the EEBA Houses That Work Program?

Event Promotion

- Marketing material development
- Promotional materials & mailings
- Customized curriculum content
- Registration management
- Advance survey/questionnaire to host to determine any key issues that should be addressed

Event Coordination

- On-site coordinator/registrar
- Facility & food/beverage coordination
- AV needs coordination
- Hand-out materials
- Coordination of mini expo
- Bookstore set up & management

Event

- Trainer's fees, lodging & transportation paid
- Customized presentation
- Discounted publications sold onsite

Post-Event

- CEU tracking and processing of certificates
- Attendee list and contact information provided
- Evaluation summary provided
- Follow up surveys with results shared

What is provided by the local sponsors/host organizations?

- Assist the HTW staff to secure a venue for the event
- Provide your organization logo for inclusion in all promotional materials
- Provide HTW staff with email lists for potential attendees
- Use your communications resources to promote the event or provide the HTW staff with contact information

Program Financials

A Houses That Work session costs \$6500. This sponsorship fee covers all of the above itemized details. Most host organizations share this cost with local utilities, public service or energy offices, homebuilders associations, lumber or building supply companies, manufacturers, or green building programs. The HTW staff can assist in identifying options in your area.

(The fees do not cover facility rental, if any, or food & beverage costs. These costs are covered through attendee registration fees.)

What do I have to do to make this a successful event?

- Schedule your session/date as early as possible.
- Work with the HTW staff to secure the \$6500 fee.
- Provide HTW staff with email lists of potential attendees.
- Promote to organization members and include in your Events Calendar.

HTW Education Partners



What do I do next?

Schedule your Houses That Work session today!

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