



FOR INSTRUCTORS WHAT'S NEW FOR 2020

UID strives to ensure its educational offerings continually reflect the daily challenges and changes faced by our distribution organizations. The adjustments and changes identified will enhance the UID experience for everyone. AEA understands the value this program has to its participants, the companies they serve and their profession.

UID Instructors are the vehicle by which this program continues to remain relevant and impactful.

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MOVING TO HALF-DAY SESSIONS

We will no longer be scheduling full-day sessions. Instead, we are asking instructors to organize their content into a two-sessions each with a logical starting and ending point. Sessions, however, can be identified as Part 1 and Part 2. This change gives participants more options and eliminates any confusion in scheduling.

CLASSIFYING SESSIONS BY TRACK & LEVEL OF COMPLEXITY

We have identified five educational tracks as well as definitions for Levels of Complexity. Instructors will identify both in their program proposal. Click this link to view definitions for both.

IDENTIFYING LEARNING OBJECTIVES FOR ALL SESSIONS

Instructors are expected to provide at least three learning objectives that are appropriate for the level of complexity of the content covered. Click to this link to for more information.

STATEMENT OF BEHAVIOR AND ETIQUETTE

UID instructors and participants will be required to acknowledge that they have read and will adhere to the Statement of Behavior and Etiquette. Here is that statement:

The UID program is designed to provide a format in which participants can learn, network, and enjoy the company of colleagues in an environment of mutual respect. To provide all participants – attendees, instructors, and staff – the opportunity of this benefit, UID is committed to providing a harassment-free environment for everyone, regardless of gender, sexual orientation, disability, physical appearance, ethnicity, or religion.

*Instructors and participants are asked to frame discussions as openly and inclusively as possible and **to be aware of how language or images may be perceived by others.** Scenarios, references, and attempts at humor should be carefully considered for their suitability in an inclusive environment. If in doubt, restraint should be exercised.*

This policy applies 24/7 for the duration of UID. Instructors and participants will be held responsible for their behavior at all times including social activities that are both sponsored and informal.

EVALUATIONS GOING MOBILE

Instructor evaluations will be going online through the App this year. Details will be available close to the event date.

INSTRUCTOR CONTRACTS ONLINE

Instructor contracts are going online this year. We're confident this change will streamline the contracting process.

PRE-SET TRAVEL AND INCIDENTAL EXPENSE REIMBURSEMENT

We know that keeping track of and submitting expenses with receipts can sometimes be a burden. UID will continue to cover hotel room fees, onsite parking and meals while an instructor is onsite. Starting in 2020, in addition to speaker fees, all instructors will be automatically reimbursed for \$500 to cover travel and incidental expenses. This reimbursement will be made immediately following UID.

AEA MEMBER STAFF/INSTRUCTOR LUNCHEON

Instructors who will be onsite Monday, March 9, 2020, are invited to have lunch with AEA Member Association staff. By virtue of being selected as a UID instructor, AEA members already know you are among the best industry speakers. This informal environment will be an opportunity for staff and instructors to introduce themselves, enjoy the noon meal, and share casual conversation. Details will be available closer to the event date.