

Seminars input guidelines

(Status June 10, 2021)

Guiding principle

The platform www.tci-living-learning.org wants to offer interested persons an overview and direct registration opportunities for seminars that are acknowledged in the TCI training of the RCI. Further TCI events, exchange and meeting rooms can be announced on the "marketplace" in addition (cf. marketplace conditions).

Internationality

In the European area most seminars are held in German or Dutch. English or bilingual offers are welcome. In the seminar entry the corresponding check mark must be set for this, so that everything can be entered bilingually. In the seminar text it is important to explicitly mention that the seminar will be held exclusively in English or bilingual.

Insertion fees

The seminar insertion fee is from now on uniformly 150 € for seminars up to 18 working units. For multi-part seminars and prestructured training courses with more than 18 work units, the fee is 280 €. Seminar providers from non-German-speaking countries receive reduced prices. Special conditions are also available for institutions cooperating with the RCI. For more information, please contact Elisabeth Gores-Pieper egp@gores-pieper.de.

Timing

Seminars that are still scheduled to take place in 2021 will be subject to the new procedure and associated financial conditions as of July 1. Each will be activated approximately 3 weeks after data entry. For training seminars in 2022, the first input phase starts on June 10, 2021. The offers must be filled in and submitted by June 28, 2021, so that an overview and possible coordination can take place. The activation will take place at the end of August. From October 1, 2021, further seminars for 2022 can be entered (activation in each case approx. 3 weeks after the entry of the complete data).

Data entry

Teaching staff members enter their seminar data via a registration mask. It is accessible under the link <https://www.tci-living-learning.org/seminareingabe/> plus username and password. These are available from the RCI Office if not already known. To avoid formatting problems, please do not copy texts from PDF files

and transfer them into the mask, but only take texts from generally used Word processing files. The form can only be sent if all mandatory fields (*) have been filled in.

Data size

The seminar heading is limited to 90 characters including spaces. The text itself is limited to 2000 or 5000 characters depending on the size of the offer. It should be considered that the first statement of the seminar text appears on the overview page of the platform. It should therefore whet people's appetite for more.

Seminar participation fees

The providers determine their seminar prices themselves. They decide on the amount of the reduction for RCI members and transfer the associated amounts independently to their respective region. It is up to them whether and to what extent early booking discounts are granted (for 2021 20% was proposed for this purpose). In the calculation, the so-called 5-euro levy per day and participant is still to be considered to the RCI. It is raised after seminar execution.

With all prices published on the platform it concerns gross prices, i.e. the value added tax must be already included, if this is levied. The providers then separately show the VAT rate applicable to their offer under national law in their invoices.

Leaders profile

In addition to the seminar, a personal profile will be added to the list of TCI leaders free of charge. Those who are already in the list due to a previous year's offer do not need to do anything further. Those who do not offer a seminar but would still like to be included in the list can do so for a nominal fee of 30 € per year. In addition and in case of new entries please send a mail to the office of the RCI: office@ruth-cohn-institute.org with CC to Sabine Bremer: info@sabine-bremer.de

By e-mail attachment please add a picture file (file names should include the name of the person) of a portrait picture send and supplementing in addition still the following data:

- Full name
- Professional profile in keywords
- Credo - a key phrase or motto - is optional, but highly recommended
- Address, phone number, e-mail address and website (if available)
- Specification of a total of max. 5 keywords for the search function from the options: Economics, Theology, Schools, Universities, Webinars, Politics, Ecology, Social, Leadership, Organizational Development, Spirituality, Therapy, Art, Supervision, Conflict, Coaching, Consulting.