

# Virtual Workshop FAQ's

[iriweb.org](http://iriweb.org)

## Where can I get a receipt?

If you need a receipt, please contact [Registration@nam.org](mailto:Registration@nam.org) and include your full name, email, the name of the workshop attended, and the date.

## Who do I contact if I cannot make it?

Please contact [Registration@nam.org](mailto:Registration@nam.org) and cc Victoria Kanevsky, [VKanevsky@nam.org](mailto:VKanevsky@nam.org) and Sabrina Zarifi at [SZarifi@nam.org](mailto:SZarifi@nam.org). In the email, please include your full name, email, and the name of the workshop you will no longer be attending.

**No refund will be issued if you cancel less than 48 hours prior to the class.**

## What time zone is the meeting in?

All virtual workshops will be held Eastern Standard/Daylight Time (EST/EDT).

## Since the workshop is being recorded, will participants receive a recording of the workshop?

No, the IRI does not share the recording of workshops. For various reasons, the IRI keeps these recordings confidential, they are not shared publicly.

## What other workshops are available?

The IRI offers about 15-18 workshops per year. Please visit our [Virtual Workshop](#) page to see what we have planned!

## Can my business have a customized workshop?

Yes! The IRI offers customized training workshops to better fit you and your company. Like many other business decisions, choosing training for your organization is strategic. As an alternative to the scheduled workshops, IRI TRACK can customize training workshops to

meet your team or organization's specific needs based on your format and schedule preferences.

For more information, please contact Victoria Kanevsky, [VKanevsky@nam.org](mailto:VKanevsky@nam.org).

### **How many people can attend workshops?**

There is a max of 25 participants at each workshop.

Limited space is intentional to allow participants to engage more with the SME's (subject matter experts) as well as collaborate with other professional participants. Having smaller groups of people provides opportunities to create relationships, promotes inclusiveness, and improves engagement.

### **Do I have to be a member to attend a workshop?**

No, you do not have to be a member to attend a workshop. Being a member does have its benefits: price discounts, free access to the IRI content and on-demand library, RTM journal, and much more.

Interested in learning more about membership or becoming a member? Please contact Gary Schiffers, Associate Director of Recruitment and Sales at [GSchiffers@nam.org](mailto:GSchiffers@nam.org).

### **Any other questions?**

Please contact Sabrina Zarifi at [SZarifi@nam.org](mailto:SZarifi@nam.org) for further questions.