

## NORTHWEST EARTH INSTITUTE HOW TO ORGANIZE A DISCUSSION GROUP

To organize a discussion course on *Choices for Sustainable Living* please take the following steps:

- 1. FORM A GROUP OF 8 TO 12 ARCHITECTS TO TAKE THE COURSE.** While the group **does** need to contain only architects, all participants **do not** need to be from the same firm. Personal invitations, either face-to-face or by phone have historically been the most effective means of forming a group. If you are worried about finding enough people on your own, you can always partner with a friend or co-worker and share that responsibility!
- 2. SHARE INFORMATION ABOUT THE COURSE WITH YOUR GROUP.** The summary of our course included on the next page may be helpful to you in forming your group or telling others more about the course. Please contact the NWEI office for additional information about the course.
- 3. ARRANGE FOR PAYMENT FOR THE COURSE BOOKS.** The only cost for the discussion course is for the course books. They are \$25.00 each, plus a minimal shipping and handling fee. To order books, you can simply complete the attached order form and mail it or fax it with credit card information to NWEI.
- 4. GET STARTED.** Depending on your location, there may be NWEI volunteers who can assist you in starting a course. If you live in an area without NWEI volunteers, NWEI will ship you the course books and a “Local Organizer’s Guide” to help you organize your own group and meetings.
- 5. SEND NWEI A COMPLETED COPY OF FORM B.** In addition to your books, you will receive all of the paperwork required by the AIA to receive credit for this course. **Immediately following the conclusion of the course you will need to either mail or fax the specified forms to NWEI. NWEI must submit these forms to the AIA office within 2 weeks of course completion in order for you to receive credit.**

For more information please contact the:  
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(503) 227-2807, [contact@nwei.org](mailto:contact@nwei.org), [www.nwei.org](http://www.nwei.org)



*Inspiring people to take responsibility for Earth.*