

# How To Organize Your AIBI Seminar

## BASICS

1. Contact John Edmiston on (310) 549 6791 or email me at [johned@aibi.ph](mailto:johned@aibi.ph); I am in Los Angeles.
2. Arrange a date and location - generally at least two months in advance.
3. It is sometimes a good idea to give over organizing the seminar to a small action group of capable people who can run with it and ensure all the details are done.
4. Publicity: I can send you a draft brochure in Microsoft Publisher format for you to type in your church details, time and location then print and distribute.
5. Send out your publicity materials at least 4 to 6 weeks before the seminar and promote in your church bulletin.
6. Check back with me two weeks before the seminar to make final arrangements.

## COSTS

1. I charge \$55 per head plus transport/airfare and accommodation. Any reasonably quiet and restful accommodation is fine.
2. This cost includes all the seminar materials for the participants.
3. You can charge around an extra \$30 per head to cover your expenses in setting up the seminar.
4. Generally a minimum of 20 participants is OK by me. There is no upper limit.
5. A love offering is not necessary but can be taken up if that is your custom.

## LOGISTICS & SCHEDULING

1. These are fairly intensive seminars; they are not just "sit and soak". Participants will need tables, chairs, and writing materials including butcher's paper. A large whiteboard and markers are also needed.
2. An LCD projector and a broadband Internet connection are highly desirable. They are absolutely essential for the Cybermissions seminar. I will bring my laptop and computing equipment.
3. It is a good idea to provide lunch and snacks for a small charge at the venue. It can become disruptive if people have to leave the premises for minor meals.
4. Check prospective venues for echo, glare, traffic noise and other disruptions.
5. Have at least two volunteers – one as an M.C. / worship leader and the other as a registrar / funds person.
6. The Biblical EQ seminar is ten 90-minute sessions, the Cybermissions seminar and The Market, The Kingdom And The Terrorists seminar are 12 one-hour sessions. See following page for suggestions how to schedule the seminar.
7. Biblical EQ and The Market, The Kingdom And The Terrorists have ebooks and manuals; Cybermissions is on a data CD.

## CERTIFICATES

1. As each of these seminars is a short course at the AIBI, participants may be issued a Certificate Of Completion.
2. Students can upgrade their Certificate of Completion by completing an assignment in association with the course and this will give them full credit.

## Sample Schedules For Planning Your AIBI Seminar

The following schedules are not compulsory, however after fifteen years of planning and holding seminars I have found the following layouts to be quite workable.

### Example: Scheduling A Biblical EQ Seminar For A Normal Weekend

Time	Friday	Saturday	Sunday
8:30		Praise & Worship	Morning Worship Service At Host Church
9:00		Session 3	
10:30		Session 4	
12:00		<b>Lunch</b>	
1:00		Session 5	Session 9
2:30		<b>Afternoon Tea</b>	<b>Afternoon Tea</b>
3:00		Session 6	Session 10
4:30		<b>BREAK / DINNER</b>	Wrap Up
6:00	Registration 6:00 Praise Time 6:30		
7:00	Session 1		Session 7
8:30	Session 2	Session 8	
10:00	Close		

### Example: Scheduling A Biblical EQ Seminar For A Long Weekend

Time	Saturday	Sunday	Monday
8:30		Morning Worship Service At Host Church	8:30-10:00 Session 7
9:00	Registration		10:00-10:30 <b>Morning Tea</b>
9:30	Session 1		10:30-12:00 Session 8
11:00	Session 2		12:00-1:00 <b>Lunch</b>
12:30	Lunch		1:00-2:30 Session 9
1:30	Session 3		<b>2:30-3:00 Afternoon tea</b>
3:00	<b>Afternoon Tea</b>	3:00 Session 5	3:00-4:30 Session 10
3:30	Session 4	4:30 Session 6 <b>6:00 Dinner</b>	4:30-5:00 Wrap up & evaluation
5:00	Break		
7:30	PUBLIC LECTURE (optional)	PUBLIC LECTURE (optional)	
8:30			
10:00	Close		

**Example: Scheduling A "Cybermissions" OR "The Market, The Kingdom And The Terrorists" Seminar For A Normal Weekend**

Time	Friday	Saturday	Sunday
8:30		Praise & Worship	Morning Worship Service At Host Church
9:00		Session 3	
10:00		Session 4	
11:00		<b>Morning Tea</b>	
11:30		Session 5	
12:30		<b>Lunch</b>	
1:30		Session 6	Session 10
2:30		Session 7	Session 11
3:30		<b>Afternoon Tea</b>	<b>Afternoon Tea</b>
4:00		Session 8	Session 12
5:00			Wrap Up & Evaluation
7:00	Registration 7:00 Praise Time 7:30	<b>BREAK / DINNER</b> Praise Time 7:30	
8:00	Session 1	Session 8	
9:00	Session 2	Session 9	
10:00	<b>Close</b>		

**Example: Scheduling A "Cybermissions" OR "The Market, The Kingdom And The Terrorists" Seminar For A Long Weekend**

Time	Saturday	Sunday	Monday
8:30	Registration	Morning Worship Service At Host Church	Praise & Worship
9:00	Praise & Worship		Session 9
10:00	Session 1		Session 10
11:00	Session 2		Session 11
12:00	Lunch		<b>Lunch</b>
1:00	Session 3		Session 12
2:00	Session 4	Session 7	<b>Wrap Up and Evaluation</b>
3:00	<b>Afternoon Tea</b>	<b>Afternoon Tea</b>	
3:30	Session 5	Session 8	
4:30	Session 6	Activity Time	
5:30	<b>BREAK / DINNER</b>	<b>BREAK / DINNER</b>	
7:30 – 9:00	PUBLIC LECTURE (optional)	PUBLIC LECTURE (optional)	