



National Council on Interpreting in Health Care

Diamond Level

Organizational Membership



Explanation of Benefits

Benefits of Diamond Level Membership



Staff access to NCIHC: 50 organizational staff members

Up to 50 staff members can be added to the Diamond Level account and they will have all member benefits except for voting privileges. Please see page 6 for directions on how to add people to your organizational account.



Voting rights: 1 person

Each Diamond Level account may assign one staff member with voting privileges for your organization. Please identify who the voting member will be. It is suggested that you make this person a Key Contact in your account.



NCIHC webinar sponsorship: 3 webinars

Diamond Level organizations can sponsor up to 3 webinars per year. Your logo will be displayed as the sponsor slide in the presentation. NCIHC reserves the right to choose which webinars are sponsored.

NCIHC holds at least 6 webinars each calendar year. The series is called the Home For Trainers webinars. While some trainings are more geared to trainers, thus the name, many are appropriate for managers and interpreters as well. All 50 of the selected staff members may attend these webinars, live or via recording, at no charge during your membership period. The webinars provide great information and training for everyone in our field. Interpreters among your selected staff who are nationally certified (CCHI, NBCMI) can also receive continuing education credits toward their recertification. See our webinar policies for details on requesting/receiving a certificate.

Benefits of Diamond Level Membership continued

NCIHC Yearly Events

The Annual Membership Meeting: During the Annual Membership Meeting (AMM), we hold our formal business meeting where we introduce and install the new slate of board members voted onto the board by the membership earlier in the year. We also review the work the board and committees have been doing, our financial strength, and other pertinent topics. All 50 staff members can participate in the AMM as members of the organization.

The Language Access Congress: The Language Access Congress takes place in the fall and your membership allows 6 of your staff members to register for free and the others are offered early bird and regular member discounts.



Banner on NCIHC homepage: (1) static and (1) scrolling

Diamond Level organizations will have their logo placed on our website in a static and scrolling environment. The static banner appears under the AMM Sponsor section on the right side of our website. The scrolling banner is located at the top of our home page and will be in rotation with other important NCIHC information. The banner art is typically created by NCIHC.



Organization logo on the program and webpage

Your organizational logo will be included in the main program and on the event webpage.

Benefits of Diamond Level Membership continued



Prominent display of name and logo throughout the event

As our Diamond Level member, your organization's name and logo will be the most prominent in all publications as a thank you for your generous membership pledge to our organization.



Exhibit space during the event

You will be provided with exhibit space during our main event. For a live event, you will be provided with a table to display your organization's services. There will be specific time slots designated for attendees to visit with the exhibitors. For a virtual event, you will be provided with a virtual exhibit breakout room where you can chat with guests. There will be specific time slots designated for virtual attendees to visit the exhibit break-out rooms.



Color ad in program and awards reception program

Along with your logo in our event publications, you may provide us with a full-page advertisement related to your organization. The size for this ad is approximately 8"x10.5" but more information will be sent to you prior to the event. Keep in mind that if the event is virtual, the program(s) will be virtual as well.

Benefits of Diamond Level Membership continued



Introduce Keynote/Endnote speaker(s)

In recognition of your organization being a Diamond Level member, someone from your organization will be invited to introduce our Keynote Speaker (and our Endnote Speaker if appropriate).



Sponsors the Meet and Greet

Our Meet & Greet event is typically held the evening before the main event. Your organization will be displayed as the main sponsor and there will be time allotted to introduce your organization to attendees.

Benefits of Diamond Level Membership continued

Directions on how to add people to your organizational account

1. Have your NCIHC Key Contact log into the NCIHC account.
2. Click the "My Profile" button in the blue bar found on the landing page.
3. Next, click the "My Organization" button found in the light blue bar.
4. Then click on "Organizational Members" found under the light blue bar.
5. Select each person's name to update it or unlink/delete it.
6. Fill in the requested information and click "Save".

Each person must have a first and last name listed as well as an email address and username. The username and email address can be the same or different. Once you click "Save", that person should receive a message about the new account.

How to set up access to NCIHC Listserv (e-list)

- Log in to your NCIHC account
- At the welcome screen, click on the "My Profile" button in the blue bar.
- Hover your pointer over the "My Features" tab and then select "E-lists".
- Click on the "OFF" toggle under "Subscribed". This will move to "ON" and will also turn on "Email Delivery" as well.

How to send a message to the NCIHC Listserv

Option #1:

- Use the following email address to send a message to the NCIHC Listserv: ncihc-members@ncihc.org

Note: When using this email address, it is important that the email you are sending the message from must match the email address you have on file in your NCIHC account. Otherwise, it will not send.

Option #2

- Follow steps 1-3 listed above under the How to set up access to the NCIHC listserv directions above.
- Click on the listserv called "NCIHC Membership" to send a message.

Please contact our Administrative Assistant for further assistance by emailing info@ncihc.org.