



# **National Council on Interpreting in Health Care**

## **Silver Level**

Organizational Membership



## **Explanation of Benefits**

## Benefits of Silver Level Membership



### **Staff access to NCIHC: 6 organizational staff members**

Up to 6 staff members can be added to the Silver Level account and they will have access to all member benefits except for voting privileges. Please see page 4 for directions on how to add people to your organizational account.



### **Voting rights: 1 person**

Each Silver 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 Yearly Events**

**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 earlier in the year. We also review the work the board and committees have been doing, our financial strength, and other pertinent topics. All 6 staff members may participate in the AMM as members of the organization.

**Language Access Congress:** The Language Access Congress takes place in the fall and your membership allows 2 of your staff members to register for free and the others are offered the early bird and regular member discounts.

## Benefits of Silver Level Membership continued



### **Organization logo on the program and webpage**

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



### **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.

## Benefits of Silver 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](mailto: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](mailto:info@ncihc.org).*