



## HITRUST Community Extension Program Responsibilities

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### Host Organization:

1. Provide space to hold the event and any AV equipment such as a projector if needed
2. Agree to be named (NO Logo usage) as the Hosting organization in a press release and on the registration website posted by HITRUST
3. Solicit attendance from local the network of security and risk management professionals from peer organizations

### Facilitating Organization:

1. Drive the flow of the discussion and meeting through the facilitation of the agenda and encouraging open discussion
2. Assist the host organization in soliciting peer organizations
3. Manage attendee approvals, confirmations and badging
4. Provide content specific to leading practices and experiences associated with the agenda topics
5. Fund the cost of food being provided at the session

### HITRUST:

1. Identify the geographic markets where sessions will take place working with potential host and facilitating organizations
2. Create invitation and registration process for each session
3. Promote the program through various marketing and communication avenues
4. Communicate all pre-event information and reminder notices to registered attendees on behalf of the host and facilitator organization
5. Create and present material about the various HITRUST programs
6. Support any follow-up activities associated with MyCSF demos, assurance program information, etc.
7. Fund the travel necessary for HITRUST representatives to visit the market for the session