IGHR accepts course proposals throughout the year. If you are interested in being an IGHR Course Coordinator, please submit a proposal that includes the following information.

- Course Coordinator: name and contact information
- Full Course Title
- Short Course Title (for marketing/publicity purposes)
- Level: Beginner / Intermediate / Advanced
- Full Course Description
- Rationale for the course creation (including value to the field / need for the course and how it differs from existing courses)
- Course Objectives and Expectations
- Course Prerequisites if any
- List of Sessions per day (Monday through Thursday and half-day on Friday) including a short description and the instructor (contact the IGHR Director at ighr@gagensociety.org for a specific years schedule, which is a minimum of 23 sessions per course)
- Potential assignments
- Resources available for attendees
- Suggested reading
- Your bio and photo as well as the bios of your proposed instructors
- Year you are interested in coordinating a course at IGHR
- Have you presented this course at other institutes or are you scheduled to present at a future institute; and if so, when?

Email your proposal to IGHR Director: ighr@gagensociety.org