REQUIREMENTS FOR ACA WORKSHOP APPLICATIONS

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ACA Workshops are organized every year in conjunction with the annual ACA Meeting and are generally held on the Saturday prior to the ACA Meeting. For an applicant to organize/host such a workshop certain requirements must be met. Applicants are encouraged to also check the ACA homepage for any late breaking changes or additional requirements prior to proposal submission. Applications should clearly indicate how each of the requirements below is to be addressed.

Letter of Intent

While not required, it is strongly recommended that interested applicants submit an informal Letter of Intent. The main purposes of the Letter of Intent are to initiate dialogue with the Education Committee (EC) and to facilitate preparation of the proposal. The EC will respond to the Letter of Intent, informing the applicant of potential shortcomings and additional requirements, as well as possible overlap with other proposals. This letter should contain as much information as possible, but at least the following:

1. Title, date and place of proposed workshop.

2. Names and contact information of the organizers.

3. A brief description of the event and a statement of how this benefits the crystallographic community.

4. A rough estimate of the expected number of participants.

5. A rough outline of a budget showing projected income and expenses.

The Letter of Intent should be submitted to the ACA office in Buffalo no later than by the annual ACA meeting that precedes the Proposal deadline.

Proposals for Workshops

The Proposal should consist of the following:

1. Title, date and place of proposed workshop.

2. Names and contact information of the organizers.

3. A ca. 300 word abstract providing a detailed description of the workshop and a statement of how this benefits the crystallographic community.

4. A detailed description of what is to be done and who beyond the organizers will be involved. This should include a description how the requirements outlined below are incorporated.

5. An estimate of the expected number of participants.

6. A timetable.

7. A detailed budget showing all projected income and expenses, including a list of all sponsors, the extent of scholarships, etc. Attached is a worksheet which is provided to assist when creating a proposed budget. Note that commitments to funds from outside donors must be supported in writing by the donors.

8. If the proposal is accepted for sponsorship by the ACA, organizers will provide information for publication in the call for papers and on the web site.

Deadlines

Proposals for workshops should be submitted to the ACA office in Buffalo no later than September 1st of the year preceding the meeting (August 15th for IUCr years). Submit the proposal to ACA Headquarters: kstevens@hwi.buffalo.edu. ACA Headquarters will then forward the proposals to the Education Committee for review. Within eight (8) weeks of receiving a proposal, the Education Committee will submit their recommendations to ACA Council. Council will then advise the organizers of the acceptability of the proposal and, if approved, forward any budget recommendations/requirements from the Treasurer.

Requirements:

1. The workshop must be planned to be held on the Saturday prior to the Annual ACA Meeting.

2. A workshop is not intended as another meeting/symposium session. Workshops should be skill oriented and whenever possible hands-on, using contemporary computational tools and instrumentation.

3. Activities should provide participants with experience in accomplishing a task or objective. To facilitate skills development, workshops may include computer activities, worksheets, problem sets, workbooks, etc. Participants may be encouraged to bring their

own problems, but test data and/or example problems should always be provided in case the participants do not bring their own.

4. Workshops should avoid promotion of commercial products as much as possible.

5. If laptop computers will be brought in by participants, participants should be asked to download software and test operations prior to the start of the workshop.

6. Registration fees should cover all costs. Exceptions must be discussed with the ACA Treasurer. In general, students should be charged a lower registration fee than non-students. It is possible to charge participants from industry and other for-profit institutions a higher registration fee than academics; in this case, Government employees, for example from National Laboratories, shall be considered academics.

7. After the workshop is completed, each participant should be asked to complete an assessment survey. The preferred format should be web-based to expedite timely feedback. The Education Committee has developed a workshop evaluation form for this purpose (please contact HQ to obtain a copy).

8. The organizers must provide a summary of the workshop to the ACA. It will be forwarded to the Education Committee, as well as to the Newsletter editor.

9. A copy of all materials given to participants must be provided to the ACA.

10. Survey results and workshop materials should be submitted to the ACA office within 4-6 weeks following the workshop.

11. The budget must include the coffee breaks, lunch and supplies needed. Any requirements for equipment, A/V, Computers etc. must be made to the ACA office at least six weeks in advance. The proposal must indicate the expected number of attendees for the workshop and the organizers will suggest registration fees that will make the workshop fiscally neutral. Contact the ACA office (kstevens@hwi.buffalo.edu) for any help you may need with the cost of line items in your budget.

12. If the workshop is not to be held either at the main meeting site or within walking distance of it, then transportation to/from the workshop site must be provided by the organizers, and any associated costs must be included in the budget.

13. After careful review, the treasurer will communicate their approval of the budget with modifications, if any, to the organizer. The pre-approved budget must be strictly adhered to by the organizer.

14. Any commitments to the funds for the workshop from an outside donor must be supported in writing by the donor.