

## **Guidelines for Submitting Proposals for ACA Sponsored Educational Activities: Schools, Courses and Workshops**

Prepared November 2004 by the ACA Continuing Education Committee

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### **Define ACA-Sponsorship**

The ACA will sponsor educational activities that will be of benefit to crystallographers, scientists and educators. These events may involve the entire crystallographic community or just some part. They may be schools, workshops, courses or publications. While it is impossible to characterize all the possible educational activities, they will typically, though not exclusively, fall into three broad categories.

1. Continuing Education—Education aimed at experienced crystallographers.
2. Introductory Crystallography—Education aimed at researchers who wish to learn about and use crystallography.
3. Educational Activities—aimed at teachers and students to provide information about teaching crystallography.

### **DEADLINES AND CRITERIA FOR SCHOOLS AND COURSES**

The proposal should consist of the following:

1. Title, date and place of proposed activity
2. Name and contact information of the organizers
3. A 3,000 word abstract providing a description of the event 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. A timetable should also be included.
5. A detailed budget showing projected income and expenses.
6. The amount of funding requested from the ACA.
7. If proposal is accepted for sponsorship by the ACA, organizers will provide information for publication in the ACA Newsletter and the web site.

All proposals should be submitted to ACA Headquarters no later than September 1 of the year preceding the proposed event (August 15th for IUCr years). Proposals will be sent to the Continuing Education Committee for review. The Committee will submit their recommendation to the Council within 8 weeks. Council will notify the organizers.

Proposals specifically for the Summer Schools on Small Molecule and Macromolecular Crystallography will be commitments to four consecutive years of hosting. Current hosts will need to submit new proposals to continue into a new four-year cycle. The four-year cycles for both Small Molecule and Macromolecular crystallography will be staggered by two years. To initiate this offset, requests for the 2008 schools will be two years for MM and four years for SM.

### **Set deadlines and criteria for final summary**

All educational activities would require an evaluation from those participating. In addition, the organizers will provide a brief report on the number of participants, whether the activity accomplished its goals, and a detailed accounting of how funds were spent. In addition, a copy of all materials given to participants should be provided to the ACA. Wherever possible a cd-rom containing any PowerPoint presentations should also be provided. A deadline of 8 weeks following the activity is appropriate. An application for the next year should accompany this summary if applicable.

### **DEADLINES AND CRITERIA FOR WORKSHOPS HELD AT THE ANNUAL MEETINGS**

The proposal should consist of the following:

1. Title, date and place of proposed workshop
2. Name and contact information of the organizers
3. A 3,000 word abstract providing a description of the event 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. A timetable should also be included.
5. A detailed budget showing projected income and expenses.
6. If proposal is accepted organizers will provide information for publication in the Call for Papers. All proposals should be submitted to ACA Headquarters no later than September 1 of the year preceding the proposed event (August 15th for IUCr years). Proposals will be sent to the Continuing Education Committee for review. The Committee will submit their recommendation to the Council within 8 weeks. Council will notify the organizers.

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