

ACA Sponsorship of Educational Activities

Document Prepared September 2010 by the ACA Continuing Education Committee

ACA Sponsorship

The ACA will sponsor educational activities that are of benefit to crystallographers, scientists and/or 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 potential educational activities, they will typically 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

Typical examples of events funded by the ACA are workshops held in connection with an annual ACA Meeting and Summer Courses.

ACA Summer Courses

The ACA Summer Courses are held every year in the summer and should run for 10 to 12 days, with the dates not conflicting with any ACA or IUCr meetings. The Courses are awarded to a specific site for a time period of four years. Traditionally two Courses are offered each summer, one on small molecule crystallography and the other on macromolecular crystallography, although applications for other topics are also open for consideration. For an applicant to organize/host such a Summer Course, certain *requirements* must be met, while applicants should also strive to meet other *suggested guidelines* which allow more flexibility depending on circumstances.

Workshops before Annual ACA Meetings

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

Application Process

The typical application process consists of a non-mandatory Letter of Intent and the actual Proposal.

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 Continuing Education Committee (CEC) and to facilitate preparation of the Proposal. The CEC 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 activity
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 at the annual ACA meeting that precedes the Proposal deadline.

Proposal

The Proposal should consist of the following

1. Title, date and place of proposed activity
2. Names and contact information of the organizers
3. A *ca.* 3000 word abstract providing a detailed 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. This should include a description how the respective Requirements and Guidelines outlined in individual documents are incorporated. These documents can be found on the ACA Website (see below).
5. An estimate of the expected number of participants
6. A detailed timetable
7. A detailed budget showing projected income and expenses, including a list of all sponsors, the extent of scholarships, *etc.* 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 ACA Newsletter, the call for papers (for workshops organized in conjunction with an ACA Annual Meeting) and on the web site.

Proposals for ACA supported activities should be submitted to the ACA office in Buffalo. The proposal deadline depends on the type of event and can be found on the ACA web site as well as in one of the dedicated documents [URL1 and URL2].

Evaluation

At the end of every ACA sponsored event, every participant should fill out an evaluation form pointing out and ranking course strengths, weaknesses, and whether or not the activity met their needs/expectations. The form should also include a field for suggested improvements. All forms should be collected and turned in promptly to the ACA office in Buffalo with copies to the ACA's Continuing Education Standing Committee.

Report

The organizers of all ACA sponsored activities must submit a written report to the ACA office in Buffalo with a copy to the Standing Committee Continuing Education within 60

days of completion of the activity. This report should contain a summary of the activity, a list of attendees with their home institutions, e-mail addresses, status (*i.e.* undergrad, grad student, postdoc, faculty, industry, *etc.*), and which participants, if any, received stipends. The report should also contain a breakdown of actual expenses by category and a list of participating faculty members present during the activity. The report may also contain items of special mention (*i.e.* reflections on potential improvements, exceptionally good results, *etc.*) as well as a description of any field trips or coordinated social activities.

Further Information

Contact the ACA office in Buffalo with any questions you may have. In addition, separate documents with detailed requirements and guidelines for both hosting workshops and summer courses should always be consulted and can be downloaded from the ACA web site.