



SC09 Summer Workshop Organization Information

Thank you for expressing interest in hosting an SC09 Education Program Summer Workshop!! This document contains information on setting up and running a workshop. We look forward to working with you! Please do not hesitate to contact me with any questions.

Charlie Peck
SC09 Education Chair

Henry Neeman
SC09 Education Workshop Chair

David Joiner
SC09 Education Workshop Chair

Workshop Budget

We have budgeted \$4,000 base cost plus \$400 per person for each participant and each instructor regardless if they are local or non-local. We need a proposal from you with workshop topic (see listing on the last page), proposed dates (Sunday evening through Saturday noon) and an itemized budget that includes the following:

- ❑ Dormitory or other lodging for Sunday evening through Saturday morning for all non-local participants and instructors (please include the relevant local tax rates if tax will be charged but is not included in the figures you provide).
- ❑ Parking fees and procedures for all participants and instructors
- ❑ Food and Beverage Service for Sunday (light supper) through Saturday breakfast, (excluding Wednesday dinner), for all participants and instructors, including drinks (coffee – caffeinated and decaffeinated, ice tea, hot water with tea bags – caffeinated and decaffeinated, ice water, fruit juices and/or soft drinks).
- ❑ One meal (preferably Friday evening dinner) should be a more formal, banquet-style meal
- ❑ Please provide sufficient detail to determine per person pricing per meal, either on a guest meal plan for the university dining center, or catering menu. Also, please indicate whether any taxes, service fees, tableware charges, gratuities, etc will be assessed and if so at what rates.
- ❑ If your food service provider will waive taxes and/or provide lower prices under certain circumstances, please describe the circumstances and suggest mechanisms for taking advantage of them. For example, if your university food service provider will waive taxes for internal customers, it may be useful for your department to pay the food service directly and then invoice SC09 for payment.
- ❑ Light refreshments for morning breaks on Monday through Saturday, and for afternoon breaks on Monday, Tuesday, Thursday and Friday. To include beverages such as (coffee

- caffeinated and decaffeinated, ice tea, hot water with tea bags – caffeinated and decaffeinated, ice water, fruit juices and/or soft drinks).
- ❑ Access to the facilities (two classrooms for parallel sessions and a computer lab, each classroom accommodating at least 20 people, and the computer lab accommodating the pre-determined number of allowable participants and up to four instructors) along with access to technical support for the computers.
- ❑ Stipends for local support persons, including the person who makes the arrangements, the person who installs the workshop-specific software, and the person who is available to handle local details during the workshop – this might be you and/or a student or staff member. Name, social security numbers and home addresses for all such persons will be required for each individual to receive their stipend.

For more details on each of these points, please read on!

Important Dates:

Friday, February 13, 2009 Email of Interest to workshops@sc-education.org

Friday, February 20, 2009 Email Checklist Proposal to workshops@sc-education.org

Workshop Instructors

Two to four people will form the instructional team. We will let you know as soon as possible which instructors will be traveling to your workshop. One instructor will plan to arrive at least one day early to help with last minute adjustments and details.

Please include the name and credentials of any instructors from the host institution that are willing to assist the SC09 Education team. Please note in your proposal if you request that any local instructors be paid by SC09?

Participants

One major expectation of the host for the workshop (you) is local recruitment so as to fill the seats. Our goal is to field workshops with 20 – 30 participants, workshops with fewer than 12 participants will be cancelled. A cancelled workshop will substantially reduce the likelihood of being approved to host future workshops.

What audience do you expect to attract? Give us a percentage of your anticipated attendees: Graduate School Faculty, Undergraduate Faculty, Community College Faculty, and Pre-College Teachers.

Online participant registrations will be available by April 1. The application will be available on the website: <http://sc-education.org/workshops>. Acceptance of participants will begin once the workshop reaches 12 registered participants.

Workshop Marketing

The SC09 Education Program committee has an international marketing list; however, we need your assistance in recruiting local, statewide, and regional participants. Please detail your plans to attract colleagues within your university system and nearby institutions to your workshop. Describe for us some of your past workshop/seminar recruitment success stories and how you plan to implement them for this workshop.

Travel, Room and Board

Participant travel is not covered by the grant. Participants are expected to make their own arrangements for travel to the site of the workshop, including transportation to and from airports if they choose to fly. If you can arrange transportation from the local airport at your own cost, please do so; however, grant funds cannot be used to pay for this cost.

Each non-local participant and each workshop instructors will need a dormitory room (or equivalent) and a cafeteria meal plan (or equivalent) from Sunday afternoon until Saturday afternoon. Private bedrooms/baths are preferred, but are not necessary. If cost prohibits private rooms, please let us know the incremental cost of shared vs. private accommodations so we may offer the option to pay additional fee to have a private room.

We also need to know the cost of arriving one day early or leaving one day late since some participants may take advantage of a Saturday night stay to reduce their airfare. Please forward a list of amenities *not* supplied with the room (soap, toilet paper, sheets, towels, blankets, pillows, telephones, internet connections, alarm clock).

We would appreciate you making arrangements for the following amenities for each participant if possible: transportation between housing and the workshop venue, parking, library access, wireless internet connections in housing accommodations, and recreational facilities access.

The meal plans should include

Sunday	Light dinner/snack
Monday	Breakfast, am break, lunch, pm break, dinner
Tuesday	Breakfast, am break, lunch, pm break, dinner
Wednesday	Breakfast, am break, lunch (box lunch preferred) **
Thursday	Breakfast, am break, lunch, pm break, dinner
Friday	Breakfast, am break, lunch, pm break, off site banquet
Saturday	Breakfast, am break

- ❑ Wednesday - the workshop day ends at noon to allow participants a freetime to explore the local environs. Please provide the attendees with a list of local attractions and nearby restaurants. It is suggested that Wednesday’s lunch be a portable box lunch.
- ❑ Friday – please plan to host a banquet-style dinner on Friday evening. Past workshops have used the banquet facilities at a local conference center or have reserved tables at a local restaurant. Special note: **Grant funds cannot pay for alcoholic beverages served at this dinner.** In the past, some workshop coordinators have arranged for their school to pay for this expense as a show of support for the workshop or have found third party commercial sponsors.
- ❑ Please include vegetarian, Halal, and Kosher food options for all meals. We will provide you with a registration list that includes stated food preferences for each registrant.

Spousal and Family Accommodations

We do not encourage spouse attendance, we suggest be prepared to accommodate a modest number of spouses, who will be responsible for paying all of their own expenses, even if they attend workshop events such as the banquet. Please provide a cost increment for spouses and state how you would like them to pay. We also need to know if the housing office will allow young children accompanying participants to stay with them – many universities are not insured for persons under 17 in the residence halls. In which case a registrant who brings children will need to arrange and pay for their own housing, and will be informed of this well in advance.

Classroom and Laboratory Space

The workshop is designed to use a computer lab and a separate classroom. It is most efficient if we have a dedicated set of rooms from Saturday morning (for setup) through the following Saturday evening (for tear-down). The hours of the workshop can be negotiated, but we prefer to run sessions as follows:

- ❑ Sunday evening
 - 7 pm – 9 pm Classroom
- ❑ Weekdays
 - 8:30 am – 10:00 am Classroom and computer lab
 - 10:00 am – 10:30 am Break

- 10:30 am – 12:00 pm Classroom and computer lab
- 12:00 pm – 1:30 pm Lunch
- 1:30 pm – 3:00 pm Classroom and computer lab
- 3:00 pm – 3:30 pm Break
- 3:30 pm – 5:00 pm Classroom and computer lab
- 5:00 pm – 7:00 pm Dinner
- 7:00 pm – 9:00 pm Computer lab (except Wednesday and Friday)
- Saturday morning
 - 8:30 am – 10:00 am Classroom
 - 10:00 am – 10:30 am Break
 - 10:30 am – 12:00 pm Classroom

We will be sending, in advance, the software needs to be installed (if it is not already available in the proposed computer lab). Please investigate your universities required lead time for software installation; verify that this software can be installed, and that your local IT services organization will commit to installing said software in the stated timeframe. The disciplinary workshops will use more specialized software. Wi-Fi access also needed for classroom and laboratory space as some participants will bring their own laptops.

Co-Sponsoring and Cost-Sharing by your School

In the past, support from host sites has ranged from donation of items such as mugs or other school souvenirs, to funding welcome receptions, break refreshments or other activities, to partial funding of the instruction team. While cost sharing is not required it can help increase the total number of workshops funded and make each workshop a pleasant experience. **Please let us know if your institution would be able to contribute such resources and if so at what level.**

Communicating with Participants

We encourage you to build a website for local information for the participants for each workshop. The website should include maps, check-in and check-out information, general climate information, and a list of local attractions to put on the web. We can assist with web space and/or mailing lists. Just ask!

Workshop Topics

Please indicate which of these topics would be best suited for the faculty that you will recruit to attend your workshop. The SC09 Education Program Committee is available to assist you in choosing a topic:

- Introduction to Interdisciplinary Computational Science for Educators
- Computational Biology for Biology Educators
- Computational Chemistry for Chemistry Educators
- Computational Physics for Physics Educators
- Computing in the Humanities, Arts and Social Sciences
- Parallel, Distributed and Grid Computing
- Computational Science in Engineering