



Summer Workshop Checklist

If you are interested in hosting a SC08 Education Program Workshop this summer, please send a statement of interest to workshops@sc-education.org by Friday, February 13.

The next step is to answer the following questions and forward your answers to workshops@sc-education.org by Friday, February 20, 2009.

Workshop Location:

Workshop Title:

Workshop Dates:

Local Coordinator Name:

Local Coordinator Email:

Lab Technical Coordinator Name:

Lab Technical Coordinator Email:

Local Staff:

Participants

- Number of participants you can accommodate in housing
- Number of participants you can accommodate in the classroom/lab space

Travel, Room and Board

- Which airport(s) should participants use?
- Can you arrange for low-cost/free transportation from the airport(s)?
- Type/location/name of housing
- Additional fee for private room for spouse room/board
- Is there an option for children under 18?
- Can participants come early/stay late? Cost for extra day?
- Amenities that are NOT supplied (air conditioning, irons, ironing board, laundry facilities, bath soap, toilet paper, bed sheets, towels, pillows, telephones, Internet connections, alarm clock, etc.)
- Type/location of dining facilities; are vegetarian, Halal and Kosher food options available?
- Costs associated with dining plans. Include rates, taxes and service charges
- Location of Friday evening meal

- Do housing facilities allow children to room with parents?
- Cost and process for obtaining parking passes, library access, WiFi access in housing, and campus recreational facilities

Classroom and Laboratory Space

- Classroom
 - Size and location of classroom
 - Will an overhead projector be available in the classroom?
 - Will a computer projection unit be available in the classroom?
 - Will Internet access be available in the classroom?
 - Is there sufficient power for participations to bring laptops?
 - Is there a limit on the times the classroom will be available?
 - White boards or chalk boards?
- Computer Lab
 - Size and location of computer lab
 - Who is the technical contact for the lab?
 - Type of computer equipment (hardware and operating system) in the lab
 - Will an overhead projector be available in the computer lab
 - Will a computer projection unit be available in the computer lab?
 - Is printing possible in the lab?
 - Is there a charge for printing?
 - What lead time is needed for software installation?
 - Will technical support be available in case problems arise?
 - Is there a limit on the times the computer lab will be available?
 - White boards or chalk boards?
 - Does the lab have open WiFi or can WiFi access be granted to participants and instructors?
- Other
 - Will another room be available for break refreshments?
 - Will other rooms be available for occasional breakout sessions?
 - Can visitors access your campus network?
 - Is there wireless technology available in the lab or classroom?

Workshop Materials and Supplies

- Contact person to receive workshop materials on site
- Address for shipping
- Is one of UPS, USPS, or FedEx better?
- Location of photocopying facilities
- Equipment available (erasers, stapler, hole punch, scissors flip charts/pens)
- White boards or chalk boards?

Cost-Sharing

- Items that your school can provide to help offset costs

Information for Participants

- Travel directions, maps
- Directions for accessing the campus network
- Directions for printing
- Housing Check-in and check-out information
- Hours in dining facilities
- List of local attractions and restaurants
- General weather/climate information

What else would you like to tell us about your institution that will help us differ your workshop site from the other potential locations?