

The Foundation of the American Institute for Conservation of Historic & Artistic Works

## **GUIDELINES FOR DEVELOPING AIC WORKSHOPS AT ANNUAL MEETINGS**

(To propose a workshop at a time and place other than the AIC Annual Meeting, please use the separate form for that purpose, available on the AIC Website or from the AIC Office.)



**Purpose:** To develop workshops of high quality and broad range of topics to enhance training and education for conservators.

**Topics:** May focus on specific materials, specialties or processes useful to the conservation profession at large; may adapt knowledge from allied professions that is pertinent to a general conservation audience; may advance the field of conservation; may focus on skills useful to conservators as a refresher course.

**Procedures:** Any individual, specialty/sub group or program committee may submit a proposal for a workshop using the attached form. It is highly recommended that the FAIC Director of Institutional Advancement (DIA) be contacted during the planning stages. The form should be submitted to the DIA at the AIC office no later than October 1 of the year preceding the next AIC annual meeting. Proposals will be reviewed by the DIA, The Board Director of Professional Education and Training, and the Education and Training Committee, with input from Specialty Groups as appropriate. Final approval is subject to review by the AIC board.

**Workshop Coordinator:** Each workshop must have a primary coordinator. This person will serve as the contact to the DIA. The Workshop Coordinator is responsible for proposing the workshop; working with the DIA in formulating a workshop budget; ensuring equipment, supplies, and course materials are in place; greeting participants; and administering evaluation forms.

**Workshop Instructor(s):** Workshop instructors are responsible for developing workshop curriculum in conjunction with the Workshop Coordinator and providing informational handouts.

In some cases the Workshop Coordinator and the Workshop Instructor may be the same person. In that case, a liaison may be identified to assist with set-up, greeting participants, and administering evaluation forms.

### **Criteria for review:**

- Usefulness to conservation professionals
- Appropriateness to hotel/Annual Meeting setting
- Qualifications of person(s) coordinating the workshop (track record of organizational skills and completing tasks on schedule)
- Qualifications of person(s) conducting the workshop (teaching ability and experience with topic)
- Budget information – Annual Meeting workshops must be self-supporting
- Audio Visual request form from AIC office attached

## AIC Annual Meeting Workshop Application Form

Please complete and return to AIC office by October 1, along with the audio visual request form and the budget worksheet.

<b>Title of Workshop:</b>		
<b>Coordinator/Contact Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone: (     )     </b>	<b>Fax: (     )     </b>	
<b>E-mail:</b>		
<b>Sponsoring Specialty Group (if applicable):</b>		
<b>Brief Description of Topic and Curriculum (to be printed in brochure):</b>		
<b>Instructor(s) Name:*</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone: (     )     </b>	<b>Fax: (     )     </b>	
<b>Email:</b>		
<b>Name of person responsible for gathering &amp; copying materials and handouts:</b>		
<b>Date(s) of Workshop:</b>		
<b>Preferred Start time:                      Preferred End time:</b>		
<b>Preferred day of week:   <input type="checkbox"/> Mon.   <input type="checkbox"/> Tues.   <input type="checkbox"/> Wed.   <input type="checkbox"/> Thurs.   <input type="checkbox"/> Fri.   <input type="checkbox"/> Sat.   <input type="checkbox"/> Sun.</b>		
<b>Number of participants:</b>	<b>Minimum</b>	<b>Maximum</b>

\* Please list additional instructors, their address, phone, fax and e-mail address on a separate page and attach to application form.

✓ **IMPORTANT:** Please attach outline and/or learning objectives for the workshop. What will participants learn from this session? What will they take home from the session in the way of knowledge, skills, or resources?

## Budget Worksheet for AIC Workshops

All workshops must be self-supporting so it is important the budget be accurate. Your figures will be used by the AIC office and conference organizers to determine the registration fee for the workshop and the minimum number of attendees required to hold the course.

BUDGET ITEM	DESCRIPTION/CALCULATION	AMOUNT
Instructor Fees		
Travel		
Per Diem*		
Assistant Fees		
Travel		
Per Diem*		
Equipment (purchase/rental)		
Materials & Supplies		
Copying/Printing		
Facility Fees		
Food & Beverage**		
Audio Visual Needs**		
<b>TOTAL COSTS</b>		

\* Check with FAIC Director of Institutional Advancement for conference hotel rates and local per diem allowance.

\*\* The FAIC DIA can provide information on food and beverage costs and AV rental rates

*Please attach additional paper to describe all costs over \$25*

# AIC Annual Meeting Workshop Equipment Worksheet

## Workshop Proposal - Audio Visual Requirements

**Title of Workshop:**

**Submitted By:**

### Room Arrangement Preferred

- Classroom (chairs at desks or tables)
- Open Square
- Rounds
- Theater (chairs only)
- Other (specify)

### Audio-Visual Requirements

(Indicate Quantity)

data projector (LCD)  
wireless remote  
laser pointer  
projection screen  
audio recorder

CD player  
podium microphone  
lavaliere microphone  
floor microphone  
table microphone

flipchart on easel  
video projector  
video monitor  
video cassette player  
other:

Laptop computer -- indicate if  PC or  Mac

audio playback from computer

video playback from computer

Operator/technician (hours needed):

### Other Information