

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

GUIDELINES FOR DEVELOPING FAIC WORKSHOPS

(To propose a workshop at an AIC Annual Meeting, please use the guidelines and form designed for that purpose, available from the AIC Office or on the AIC Web site.)



Purpose: To develop workshops of high quality and broad range of topics to enhance continuing education and professional development 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, organization, or AIC specialty group or committee may submit a proposal for a workshop using the form available from the AIC office or on the AIC Web site. It is highly recommended that the AIC 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 6 months prior to the workshop date, and preferably by October 1 for the following calendar year. 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 FAIC 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, providing information on housing and directions, 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 equipment and supply lists and informational handouts.

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

Criteria for review:

- Usefulness to conservation professionals (demand for the course, location, timeliness, dissemination)
- Qualifications of person(s) coordinating the workshop (track record of organizational skills and completing tasks on schedule), if applicable.
- Qualifications of person(s) conducting the workshop (teaching ability and experience with topic)
- Budget information (affordability, proportionate to impact on profession)

FAIC Workshop Application Form

Please complete and return to AIC office by October 1 (or no later than 6 months prior to the proposed workshop).

Title of Workshop:		
Coordinator/Contact Name:		
Address:		
City:	State:	Zip:
Phone: ()	Fax: ()	
E-mail:		
Sponsoring Group (if applicable):		
Brief Description of Topic and Curriculum (to be used in course announcement):		
Instructor(s) Name:*		
Address:		
City:	State:	Zip:
Phone: ()	Fax: ()	
Email:		
Name of person responsible for gathering & copying materials and handouts:		
Location of Workshop (if known):		
Date(s) of Workshop (if known):		
Preferred Start time:	Preferred End time:	
Preferred day(s) 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.		
Number of participants:	Minimum	Maximum

* Please list additional instructors, addresses, phone, fax and e-mails on a separate page.

- ✓ Please attach outline and/or learning objectives for the workshop. When participants complete this workshop, what will they know or able to do that they didn't before? How will you know you were successful?
- ✓ Please attach résumés of instructor(s) and coordinator(s)

1. How will this project be useful to the conservation profession? *(Please attach learning objectives and course outline)*

2. What experience does the instructor have in this subject area and in teaching? *(Please attach a résumé or biography)*

3. How is the coordinator qualified to organize this event? *(Please attach a resume or biography)*

4. Has this course topic been offered recently? If so, what need does this project fulfill?

Budget Worksheet for FAIC Workshops

It is important that the budget be accurate. Your figures will be used by the FAIC office to determine the feasibility of the project, appropriateness of registration fees, and the minimum number of attendees required to hold the course. The FAIC Director of Institutional Advancement is available to assist with budget development.

EXPENSE ITEM	DESCRIPTION	AMOUNT
Instructor Fees		
Travel¹		
Per Diem² (lodging, meals)		
Assistant Fees		
Travel¹		
Per Diem² (lodging, meals)		
Equipment (purchase/rental)		
Materials & Supplies		
Copying/Printing		
Facility Fees		
Food & Beverage		
Audio Visual Needs		
TOTAL COSTS	<i>Please attach additional paper to describe all costs over \$25</i>	

¹ Include local transportation and airport transfers in applicable

² Federal per diem rates are available at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

PROJECTED REVENUE

REVENUE SOURCE	DESCRIPTION	AMOUNT
AIC Member Registration Fees*	Minimum # registrants times registration fee of \$ per person	
Non-Member Registration Fees*	Minimum # registrants times registration fee of \$ per person	
Other Funding: (itemize)		
In-kind or donated services/facilities (itemize)		
Total Revenue		
Support needed (or break-even point)		

* A discount must be offered to AIC members. 15-30% is recommended, depending on amount of support provided by AIC (in funds or staff/office support).

Other Budget Notes/Explanations (if applicable):

FAIC Workshop Equipment Worksheet

Title of Workshop:

Submitted By:

Room Arrangement Preferred

- Classroom (chairs as desks or tables)
- Open Square
- Rounds
- Theater (chairs only)
- Laboratory
- 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):

Lab Space/Equipment Needs

fume hood
suction table
table space - specify area needed per participant
sink - specify approximate size needed

exhaust trunks (specify # needed):
HEPA vacuum

Other Room/Lab/Equipment Needs (*attach separate page if needed*):