

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 and allied professionals.

Topics: May focus on specific materials, specialties or processes useful to the care of cultural materials at large; may adapt knowledge from allied professions that is pertinent to the Annual Meeting audience; may advance the field of conservation and collection care; may focus on skills useful to AIC members 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 Institutional Advancement Director (IAD) be contacted during the planning stages. The form should be submitted to the IAD at the FAIC office no later than September 14 of the year preceding the next AIC annual meeting. Proposals will be reviewed by the IAD and the Board Director of Professional Education and Training, with input from the Education and Training Committee and 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 IAD. The Workshop Coordinator is responsible for proposing the workshop; working with the IAD in formulating a workshop budget; and coordinating content with the instructor(s).

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

In some cases the Workshop Coordinator and the Workshop Instructor may be the same person. FAIC staff will assist with set-up, participant check-in, and administering evaluation forms.

Criteria for review:

- Usefulness to Annual Meeting attendees
- 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)
- Financial feasibility – Annual Meeting workshops must be self-supporting

AIC Annual Meeting Workshop Application Form

Please complete and return to AIC office by September 14, along with the audio visual request form and the budget worksheet.

Title of Workshop:		
Coordinator/Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail:		
Sponsoring Group or Committee (if applicable):		
Brief Description of Topic and Curriculum (as might appear in the registration brochure):		
Instructor(s) Name:*		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Name of person responsible for gathering materials and handouts:		
Date(s) of Workshop:		
Preferred Start time:	Preferred End time:	
Number of participants:	Minimum	Maximum

* Please list any 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?
- ✓ You may attach additional information about the workshop, such as schedule, longer description, etc.

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

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

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

4. What will participants know or able to do by the end of this program that they didn't before?(What are the learning objectives of this program?) *(Attach learning objectives)*

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 FAIC 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		
Hotel & Per Diem*		
Assistant Fees (if any)		
Asst. Travel		
Asst. Hotel & Per Diem*		
Equipment (purchase/rental)		
Materials & Supplies		
Copying/Printing (handouts)		
Refreshment Breaks**		
Audio Visual Needs**		
Other (please describe)		
TOTAL COSTS		

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

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

Please attach additional paper to describe all costs over \$100

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
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 player
other:

Laptop computer -- indicate if PC or Mac

audio playback from computer video playback from computer

Operator/technician (hours needed):

Other Information

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