



GOLDSCHMIDT

PARIS 2017 | AUGUST 13-18

WORKSHOP MANUAL

Organising a Workshop, Short Course or Town Hall Meeting at Goldschmidt2017

Overview

Thank you for your interest in running your science workshop or short course at Goldschmidt2017. The Goldschmidt conference promotes the best science in Geochemistry and related fields, and delegates benefit greatly from the science and skills disseminated in associated workshops, short courses and town hall meetings.

The conference is fortunate this year to host its workshops and short courses in the Institut de Physique du Globe de Paris. Workshops and Short Courses will take place before the conference on the 12th & 13th of August 2017. Town Hall meetings can take place either before the conference or during one of the evenings of the conference. The conference administrators will take care of all logistical arrangements (including room and audiovisual bookings, catering, and collecting payments from delegates). All that organisers will have to do is submit a proposal for their event before November 1st 2016, provide final details by December 15th 2016, persuade their community to attend, and prepare their materials.

Some Standard Types of Workshops and Short Courses

The standard workshop or short course associated with Goldschmidt2017 takes place on the Sunday immediately before the conference (and on the Saturday if preferred). Conference workshops will take place in a classroom environment and last for a half-day, full day or two days. Whatever the structure of your workshop or short course, the conference administrators are happy to accommodate it where possible and if approved by the Science Committee. Please get in touch with the Goldschmidt helpdesk at helpdesk@goldschmidt.info if your workshop has any special requirements.

There are two standard workshop packages that will be available.

Minimal Contact

You are running a workshop:

- In your own venue
- Using your own system to collect registrations and payments

You do not need any assistance from the conference organisers.

Please submit your workshop proposal. If it is considered relevant for Goldschmidt delegates then the conference administrators will add it to the list of workshops available on the conference website with a link to your website and booking form.

Using the Goldschmidt Venue

You are running a workshop:

- Using the conference's systems to collect registrations and payments
- Using the facilities provided by the Goldschmidt conference

The conference administrator will be happy to book a room for you, with all the necessary AV and refreshments. Your workshop will be listed on the conference website with a link to your website. The conference administrators will let you know the amount per delegate for room bookings, AV and refreshments. If you wish to add a certain amount to the price to cover any other costs you may have, such as your facilitators' fees or travel costs, then this will be reflected in the final price quoted to delegates and will be collected on your behalf and transferred to you when booking closes in July.

Goldschmidt Facilities

The Venue

This year, the Goldschmidt conference has booked classrooms at the Institut de Physique du Globe de Paris in Paris. These rooms will be available for use from 08:30 – 17:00 on the 12th & 13th of August. The rooms are all laid out in a classroom style, with desks and chairs for delegates. If you need to change the room layout then please contact the conference administrators' helpdesk as soon as possible so that any additional costs can be included in your quote.

AV and equipment

The rooms are all equipped with a whiteboard or blackboard at the front of the classroom. There will be a projector provided and a screen to project on. Please remember to bring an adaptor for your laptop if you are coming from another country. Please get in touch with the conference administrators' helpdesk if you if you will need any extra equipment.

Refreshments

Teas and coffees are provided on arrival, in the morning break and in the afternoon break. Lunch will also be provided in the middle of the day. Lunch is provided for half-day events as well as full day ones.

Advertisement

All the workshops and short courses run in conjunction with Goldschmidt2017 will be listed on the workshop page of the Goldschmidt2017 website (which will be linked to the conference's front page). If you are using the Goldschmidt booking system then delegates will be offered the chance to book your workshop or short course when they register for the conference.

Goldschmidt Booking System

The Goldschmidt2017 website is where delegates will go for everything related to Goldschmidt2017, including uploading their abstracts, booking their registrations, lunches, field trips, workshops and short courses. The conference administrators are happy to take payments and registrations on your behalf at no additional cost to you.

Delegates will book and pay for their workshop or short course through the website. The website is designed to take international payments by debit/credit card or by bank transfer. Any monies due to you will be transferred by bank transfer after the booking deadline.

Timeline

November 1st, 2016 - Submit Your Proposal

We are very excited about the great range of workshops and short courses suggested for the conference this year. In order to have your workshop or short course considered by the science committee, please submit a proposal by November 1st. You can submit your proposal through the Goldschmidt website at <http://goldschmidt.info/2017/workshops>

It is not necessary to know exact numbers of expected delegates or prices at this time, but approximate projections are useful. If you are not sure of your projected final numbers, please put in an estimate; it will be possible to change this before booking opens. It is most important that you give a clear description of your workshop so that the science committee can judge if it is a good fit with the conference.

November 14th, 2016 – Workshop Acceptance

The science committee will contact you as soon as possible to let you know if your workshop or short course has been accepted. This will be no later than the 14th of November.

As soon as it is approved and ready, you must send the helpdesk your final workshop description & requirements so that this can be made available on the conference website to attract potential delegates, and so that the conference administrators can make sure that you have a room of the correct size with the right AV.

Once the conference administrators know your needs then they will let you know the cost per person of your workshop or short course. You will then be able to set your prices to allow for any additional expenses you may have.

December 15th, 2016 - Finalizing Your Prices

You will decide your costs for your workshop or short course and these will be added to the costs incurred in Paris. All costs should be calculated on a per delegate basis and communicated to the conference administrators no later than December 15th as it is essential that a final price for the workshop or short course be set before workshop booking opens in January. It will not be possible to change the price once delegates start booking places.

Some things that you need to consider when setting your prices are:

- The information concerning the cost per person will be available to all workshop organisers in October. This will cover the cost of the room, refreshments and AV. Please be aware that any presenters, lecturers or support staff will be included as chargeable delegates in order to participate in refreshments and meals. Please remember to count them when considering your costs per person.
- Any extra cost will become chargeable if you have special needs such as additional AV. The conference administrators' helpdesk will be able to let you know the price of any additional equipment. It is best to ask for this information

as soon as possible so that you can receive these prices in good time.

- If you will need to pay your speakers, cover their travel costs or expenses, or have other monies you would like the conference administrators to collect on your behalf, please make sure that you have included these in your proposed additional per delegate costs.

If you are planning to run your workshop or short course in the conference's facilities without needing the conference to collect any monies to be returned to you, then setting your prices is simple. The final price will be the price per person supplied by the conference administrators. If you wish to have additional monies returned to you then a simple way to work out your price is the Goldschmidt price per person plus any other costs you may have divided by the minimum expected number of delegates.

January 1st, 2017 – Workshops and Short Courses Available to Delegates

The approved workshops and short courses will be available for delegates to book via the conference website from January 1st. They may do this at the same time as they complete their registration, book places at other conference events and make their payments.

Monitoring Your Registrations

If you are using a conference venue for your event then you will be able to see all bookings as they are received. Simply log in to your account on the website and click on 'My Goldschmidt' at the top right of the page then select 'My Events' from the drop down menu. On the next page you will be able to click on your workshop or short course to see the delegates and their contact details.

If you cannot see your workshop then please contact the conference administrators to make sure that your website permissions have been appropriately set. Please remember that the majority of delegates will probably not book their place on workshops or short courses until the last day or two, so do not worry if your delegate numbers appear low before this.

July 13th, 2017 – Booking Closes

When booking closes you will know the final number of delegates registered for your event. If you have not achieved your minimum number of delegates then you will be able to cancel it at this time, following consultation with the science committee. If your delegates have booked through the conference website then the conference administrators will refund all of their money at no cost to you.

Final Steps

If your event is outside the conference venue then you will collect payments and registrations; please let the conference administrators know your final number of attendees before August 1st.

If your delegates have booked through the conference website then the conference administrators will confirm delegate numbers to you, and transfer any additional monies to you by bank transfer as soon as possible. You will be able to see the

final list of your delegates and their contact details on your 'My Events' page, so you can contact these delegates directly in order to confirm times, and give any instructions as appropriate. It is a good idea to email your delegates to remind them of venue and start times, as well as giving them your contact details in case of queries.

August 13th – The Conference

Your workshop should be ready to go. However, the conference administrators will be available to answer any queries you may have, and provide assistance where possible. Please contact them at helpdesk@goldschmidt.info if you need any further information.