

## **Instructions for Submission of Proposals for an ACA Workshop**

Application(s) to host a workshop should be submitted to the ACA office by September 1 of the year preceding the meeting.

The workshop must be planned to be held on the Saturday prior to the annual meeting.

A workshop is not intended as another meeting/symposium session. Workshops should be skill oriented and whenever possible, hands-on, using contemporary computational tools and instrumentation. Activities should provide participants with experience in accomplishing a task or objective. To facilitate skills development, workshops may include computer activities, worksheets, problem sets, workbooks, etc. Participants may be encouraged to bring their own problems. Workshops should avoid promotion of commercial products as much as possible.

If laptop computers will be brought in by participants, participants should be asked to download software and test operations prior to the start of the workshop.

Registration fees should cover all costs, excluding AV and coffee breaks. Exceptions must be discussed with the ACA Council.

After the workshop is completed, each participant will be asked to complete an assessment survey. The preferred format should be web-based to expedite timely feedback. The Continuing Education Committee has developed a workshop evaluation form (Attachment 1) for this purpose. The organizers will also provide a summary of the workshop to the ACA, which will be forwarded to the Continuing Education Committee, as well as the Newsletter editor. In addition, a copy of all materials given to participants will be provided to the ACA, preferably in electronic form to facilitate web posting. Whenever possible, a CD containing PowerPoint presentations and materials should be submitted. Survey results and workshop materials should be submitted to the ACA office within 4-6 weeks following the workshop.

# Application

1. Title of Workshop: \_\_\_\_\_

2. Level of expertise being targeted (check one):

Beginner

Intermediate

Advanced

3. Provide below a brief description of the education and a statement of how this benefits the crystallographic community.

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4. Describe, in detail, of what is to be done, speakers and topics, an anticipated timetable (half-day or full-day workshop), etc.

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## 5. Budget

**Estimated expenses** (include if applicable)

Room rental

A/V and/or telecommunications rental

Food and beverage costs

Reproduction of notes

Transportation costs

Waiver of workshop fee for speakers

Waiver of meeting registration fee for speakers

**Estimated income:**

Income from workshop fees (include a recommendation for workshop fee)

Income from outside funding sources (list specific organizations or agencies to whom requests will be submitted)

Funding from ACA

6. Number of participants: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

7. Application submitted by:

Name \_\_\_\_\_ Date \_\_\_\_\_

Company/University \_\_\_\_\_ Dept. \_\_\_\_\_

St. \_\_\_\_\_ City \_\_\_\_\_ St/Prov \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**SUBMISSION:** E-mail this form and any supporting papers to: [marcia@hwi.buffalo.edu](mailto:marcia@hwi.buffalo.edu). For questions please contact (716) 898-8690.

## Workshop Evaluation Form

WORKSHOP TITLE

YEAR:

Circle 1-5 for the following statements (1-strongly agree, 3-neutral, 5-strongly disagree)

I can use what I learn in this workshop in my work	1 2 3 4 5
The workshop was too commercial	1 2 3 4 5
The balance between lectures and hands-on experience is appropriate	1 2 3 4 5
The content of the workshop agreed with its title	1 2 3 4 5
The workshop was worth the cost of attending	1 2 3 4 5
The instructors presented the material at the appropriate level	1 2 3 4 5
There was too much review and not enough new material	1 2 3 4 5
The materials (including note and CD's) provided will be helpful in the future	1 2 3 4 5
The workshop had the right number of participants for effective teaching	1 2 3 4 5
I had no previous experience with the topic of this workshop	1 2 3 4 5
This workshop played an important consideration in my attending this meeting	1 2 3 4 5

### General questions

I have previously attending 0 1 2 3 4-6 >6 ACA meetings

I have previously attended 0 1 2 3 4-6 >6 ACA workshops

My present occupation is best described as

1. Undergraduate Student
2. Graduate Student
3. Post Doctoral Fellow
3. Professor
4. Academic Crystallographer
5. Industrial Crystallographer
6. Others \_\_\_\_\_

My major crystallographic area:

1. Small Molecule Crystallography
2. Materials Research
3. Macromolecular Crystallography
4. Theory of Crystallography/Programming
5. Others \_\_\_\_\_

Additional Comments:

Topics for future workshops: