Workshop Organization Guidelines  
Prepared by the Teaching and Training Committee

I. Develop Focus of Workshop  
A. Define the audience.  
   1. Beginner, intermediate, advanced technologist.  
      (What level of background do they have to understand the information  
      and what information is needed by participants.)  
   2. What species/techniques are they interested in?  
   3. Establish number of participants. How many potential participants  
      are there, and how many can be accommodated at the workshop due  
      to workshop format and facility?  

B. Format of the workshop  
   1. Lecture and/or hands-on. For approved workshop requirements a  
      full day workshop (minimum of 51/2 hours of half lecture and half  
      hands on) is worth two points. Half day (minimum 3 hours) is worth one  
      point. Lecture only workshops are assigned one point for a full day,  
      0.5 point for half day attendance. Determine what is appropriate  
      depending on the material being covered.  
   2. Working – establish an experiment, comparison of methods, etc.  
      Some of the work may be done prior to the workshop. A referee may  
      be completed before or during the workshop.  
   3. Station or concurrent sessions- invite technology, product providers  
      a. May cover different audiences at one workshop  

C. Establish minimum/maximum number of participants based on:  
   a. The site  
   b. Type of workshop planned (lecture vs. hands on)  
   c. Instructors’ preference  

II. Preliminary Workshop Organization- At least three months prior to  
workshop  
A. Determine date and location  
B. Make local arrangements  
   1. Meeting room space- hosted by a lab or a meeting room at a  
      separate facility. Hotels or other facilities charge for rooms and AV  
      equipment.  
   2. Food – arrange with local caterer to bring in food, or for group to go  
      somewhere.  
   3. Hotels- reserve a block of rooms and ask when the cutoff date is.  
   4. AV equipment- An LCD projector, screen, laptop computer, Elmo  
      display unit, overhead projector, and extension cords are needed.  
      Having this available by the host or speakers eliminates cost of renting.  

C. Develop Agenda
1. Speakers, presenters – contact speakers, confirm with letter in regards to assigned topic and expectations. Speaker choice may be dependent upon expected target audience level of expertise.
2. Submit agenda to SCST Executive Director for workshop approval for points toward RGT,RST.

D. Develop budget
1. Expenses- Speaker travel, workshop materials & prep, food site, in house site or rental site, AV equipment, room rental could be potential expenses.
2. Income- Set registration fee, list potential sponsorship from companies & vendors.
3. Decide how profits will be allocated (Seed Testing Research Foundation, SCST Library, SCST general fund to be used as “seed” money for future workshops).

E. Develop action agendas
1. Assign specific tasks
2. Give dates for completion

III. Workshop Organization
A. Registration
1. Create a registration form
   a. Create a database of attendees and define each as a participant, speaker or presenter. Determine if their registration fee is complimentary.
   b. Use database to correspond with registrants about agendas, accommodations, materials to bring, confirm payment.
   c. Provide registrants with accommodation and travel information.

B. Publicize workshop
1. Send agenda and registration information to SCST and AOSA Executive Directors to distribute, with suggestions of focus groups within SCST/AOSA , universities, associated industries, and other groups.

H. Develop workshop materials
1. Handouts of speaker presentations- print with 6 slides per page. Reducing color background speeds printing and reduces cost.
2. Agenda,
3. Evaluation forms- allow feedback from participants regarding the quality of the workshop and ideas for future workshops.
4. Certificates of Completion or Attendance are available from the SCST Executive Director.
5. Nametags
6. Purchase, prepare, supply materials

I. Confirm all arrangements the week before workshop
1. Speakers, materials (plants, germination material, etc.), attendees, caterer, meeting room,

J. Conduct Workshop

IV. Post Workshop

1. Summarize evaluation forms.
2. Thank speakers and volunteers for assistance.
3. Wrap up financial information and report as needed.