

G-I-N Policy
Pre and post conference courses
Call for proposals and selection process

Background

Each year at the annual conference, G-I-N seeks to offer a number of additional learning and development opportunities to delegates, in the form of pre or post conference courses, workshops or seminars.

These workshops may either be directly managed by G-I-N or organised in agreement with members or other associated/ affiliated groups such as the G-I-N partners. The timing and costs of the workshop will be determined by the G-I-N Conference Committee in conjunction with the local host, as this may vary from year to year depending on the venue, availability and costs of the hire of facilities (rooms, AV, internet access, catering etc).

Financial organisation

All workshops associated with the G-I-N conference should benefit G-I-N financially, but there should be benefits to the facilitators such as travel costs to the conference, some accommodation costs and complimentary or subsidised registration. The workshops will not be cross-subsidised by the main conference.

The level of the benefits offered to facilitators will vary from year to year and will depend on the actual costs to offer the workshop. This will be set by the Conference Committee once the full costs are clear. G-I-N will not pay for the development of the course materials.

The cost of course registration will be set by the Conference Committee.

Workshop proposals

Any member or group, affiliated to G-I-N may submit a proposal to run a pre or post conference workshop. These requests should be submitted in response to an invitation issued in the newsletter, enGINE, by email or on the G-I-N website.

The preliminary proposals should contain the following information:

- Aims and objectives of the workshop and a description of how the workshop relates to G-I-N's mission and/or conference theme
- Suggested length of the workshop
- Targeted participants: type and size of the group
- Key presenter/s
- Additional requirements such as internet access during workshop

If accepted in principle (cf. below), the submitters will be required to provide a subsequent, more detailed outline of the workshop including:

- Detailed programme and timetable

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- Names, pictures and bios of the workshop facilitators (these will be used on the website to advertise the course if selected)
- Type of resources requested: material, rooms, internet access etc
- Proposed advertising/marketing by the facilitators (see Registration and Marketing)
- Anticipated travel costs

The proposals should be sent to the G-I-N Executive Officer by the deadline communicated in the EOI. All proposals will be reviewed by the Conference Committee, or a subgroup thereof. A member of the local organising committee will sit on this group and will provide the link to the Scientific Committee to ensure consistency in overall aims and objectives.

Criteria for selection

It should be noted that the agreement in principle does not assume final acceptance of the proposal. Final agreement is dependent on space/time availability and the costs involved. In some cases, the Conference Committee may recommend that the proposal be submitted for inclusion in the conference program via the abstract submission process.

Final agreement:

The final written agreement will be provided by G-I-N. Particular attention will be paid to the following:

- Type of programme proposed and its coherence with G-I-N's aims and activities
- Proposed organisation
- Ability to generate additional revenue for G-I-N
- Availability of space and time
- Marketability of the course and facilitators
- Ability of the facilitators to communicate and advertise the course to a wider audience
- Suitability of course content to GIN member needs

As part of the final agreement, a budget will be agreed including levels of expenses to be covered by GIN. A minimum attendance level and a cancellation deadline will be set to avoid under-subscription and potential financial losses.

Registration and Marketing

G-I-N will market and advertise the courses through the conference website, conference e-zines, its newsletter and any other appropriate means, but there is a clear expectation that the facilitators will also help promote the course in order to reach other additional participants. Registrations for the courses will be managed along with those of the conference through the conference website.

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