

Geological Society of America Professional Courses

If you are interested in running a Short/Professional Course at a GSA Annual Meeting, **please submit the following items to Jennifer Nocerino <jnocerino@geosociety.org> no later than 5:00 p.m. on December 1:**

1. A proposal in electronic format that is **no longer than 2 pages in length**. The GSA Committee on Professional Development will evaluate your proposal for scientific/technical content. Please be descriptive with regard to the scientific level of the audience and what they will learn. If your course content is based on a proprietary or specialized product, please indicate what it is and the cost.
2. The on-line Short Course Proposal Budget Form.
3. A resume for each of the faculty/professionals who will be leading this course that are **no longer than two pages in length**.

General Instructions:

1. All forms must be submitted to GSA in electronic format no later than 5:00 p.m. on **December 1 to Jennifer Nocerino at jnocerino@geosociety.org**. For questions, please contact the above e-mail or 303-357-1036.
2. If you plan to propose more than one workshop, then you must submit a proposal, an on-line Short Course Proposal Budget Form and resumes for each of the faculty/professionals for each workshop.
3. **Level of workshop:** A three-tier course registration fee structure exists based on the audience that the short course will be directed toward. When a course addresses multiple audiences the highest level group addressed will determine the cost of the short course. The three-tiers include: professionals, faculty and K-12.
4. **Number of participants:** Course leaders can pay the overhead component up front (\$1500 for professional courses, \$750 for faculty courses, \$300 for K-12 courses) which will reduce the cost to each participant and raise the possibility that the course will run. In this case, the minimum number of participants needed is 5. If the course leader elects to have participants pay the overhead component as part of their registration fee (professionals \$150, faculty \$75, K-12 teachers \$30), it will increase the cost to each participant and will lower the possibility that your course will run. The minimum number of participants in this case would be 10. The maximum number of participants in both cases would be limited by the course leaders request and the size of the facility.
5. **Meeting Registration:** GSA will not cover your meeting registration costs. If you need these costs covered by the participants, please add them as an honorarium.
6. **Additional costs:** catering, honorarium, contributions to GSA Divisions, and participant materials vary based on the number of attendees. Therefore, you might want to keep this in mind when considering participant fees to cover these costs. If your course has more than 10 registrants you will be responsible for any additional catering, audio-visual, course notes, or CD production costs.
7. **Abstract:** Provide the GSA Program Officer with an abstract description of the workshop (50-100 words). This description will be used in the promotion of the course.

8. Workshop Day/Time: For planning purposes, GSA needs to know your workshop schedule preferences. We cannot guarantee that we can accommodate your first preference.
9. Workshop Expenses: For planning purposes and due to publication deadlines, you must include the workshop expenses in this proposal form thoroughly. This will enable GSA to determine the appropriate workshop budget and fee. At this time, GSA does not know the exact amount you will be charged for audiovisual equipment, catering needs, computer equipment, and other expenses. To help you plan your budget, costs are based on the highest amounts charged to GSA by hotels in the past.

General Information for GSA's Professional Courses:

1. Nature and objectives of GSA Professional Development Courses and Workshops:
 - a. A GSA course or workshop may cover any topic falling under the broad aspects of geology and its allied disciplines that promote the scientific aspects supported by the Society.
 - b. A course may be topical and designed as a "refresher" or may cover newly developing and/or expanding areas in geology and its allied disciplines.
 - c. The course should be aimed toward attracting a sizable audience rather than concentrate on a subject in such detail that only a few active researchers in the field would be interested.
 - d. The presentation will normally be from a half day to two full days, however, proposals for longer presentations will be considered.
2. Funding:
 - a. The budget should be such that the presentation will be self-sustaining in all respects. If fully subscribed, the program should return a surplus that will be used by the Professional Development Committee as seed money to help reduce costs to participants for next years courses.
 - b. Registration fees should cover the entire cost of the presentation. Currently, costs have been estimated based on those charged by hotels to the Geological Society of America. Actual course costs per participant may be lower than those budgeted (in which case registrants will be charged the lower amount). Course costs per participant would never be higher than those budgeted. Registrants who register on site will pay an additional \$40 for registration fees.
 - c. Course registration is open to GSA members and nonmembers. A non-annual meeting registration fee of \$40 is charged to those not registered for the Annual Meeting.
 - d. In the past, several Divisions have subsidized course fees for students who are valid division members. Subsidies ranged from \$50 to \$100 and varied from one student to several.
3. Division Co-Sponsorship:

GSA invites its Divisions to co-sponsor Professional Development Courses to be held in conjunction with Annual Meetings. The role of the Division is to

recommend topics and faculty, and the role of GSA is to plan, promote, register, and supervise on-site arrangements. Any surplus funds generated from a co-sponsored Professional Development Course, will be available to the Professional Development Committee for the short courses held the following year. The Division will not have to absorb any financial losses resulting from under registration. If a sponsoring division wishes to generate revenue it must be included in the budget for the short course.

4. Scope of Activities and Responsibilities of Lecturer(s)

- a. Compile a proposal and send it in electronic format, along with resumes for each of the course faculty/professionals, to GSA by the December deadline.
- b. Complete the on-line Short Course Proposal Budget form requesting all necessary AV and catering.
- c. Develop the technical portion of the course. Produce slides, overheads, powerpoint presentations, etc. It should be noted, that while GSA will copy and bind course notes, the content is the responsibility of the lecturer(s).
- d. Use rosters and evaluation forms provided by GSA for the course.

5. Scope of Activities and Responsibilities of GSA

- a. Send out a call for proposals and select courses for presentation.
- b. Select site and contract vendor fees, facilities, audio/visual systems, catering services, and room set-up. Ship all materials.
- c. Coordinate the marketing and promotion of courses.
- d. Conduct registration of participants and collect registration fees.
- e. Provide workshop leader/s and participants with registration information.
- f. Establish policies for refunds and cancellations and authorize refunds and special requests.
- g. Arrange production, shipping, and on-site sales of course notes.
- h. Supervise on-site registrant check-in and contracted services.
- i. Provide course evaluation forms and send copies of them to the lecturer(s) after the meeting.

6. Registration Fees

- a. Registration fees are set by GSA Headquarters, and are based on an estimate of the budget provided by the course lecturer.
- b. Registrations shall be accepted on a first-come, first-served basis. Registration confirmation shall be issued upon receipt of payment. In the event a presentation is fully subscribed, subsequent registrants will be notified and automatically placed on a waiting list. If a presentation is significantly under subscribed 30 days prior to the scheduled date, courses will be cancelled by GSA Headquarters. In that event, registrants will receive a full refund.
- c. A *three-tier* course registration fee structure exists based on the audience that the short course will be directed toward. When a course addresses

multiple audiences the highest level group addressed will determine the cost of the short course. The three-tiers include: professionals, faculty and K-12.

- d. A short course registrant does not need to register for the whole Annual Meeting. A *course-only* registration fee of \$40 exists. This fee must be paid by those registered for a course, but not the Annual Meeting.
- e. Registration refunds will be issued to registrants who cancel three weeks or more in advance of the presentation.
- f. Registration fees are transferable.

Calendar of Deadlines and Actions (note some dates are subject to change)

Jun. – Dec.		Call for proposals for workshops
Dec.		Deadline for proposals to be sent to GSA
Jan.		Proposals selected
Feb.		Acceptance packets sent to workshop leaders selected to conduct a workshop
		Promotion of workshop begins
		GSA works with workshop leaders to arrange room assignment, equipment, catering, etc
Jun.		Workshop registration begins
Sept.		Workshop cancellation decision made, based on registration numbers
		Workshop confirmation/information sheets sent to participants
		Letter sent to workshop leaders containing final details
Oct.		Workshop occurs at GSA Annual Meeting

<p>GSA CANCELLATION POLICY: Should registration for your workshop be insufficient to meet budget, GSA reserves the right to cancel your course up to and approximately 3-4 weeks prior to presentation.</p>
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