



Educational Workshop Application

To be considered for an educational workshop, submit the application form to CRS Program Manager, Linda Schmitt lschmitt@scisoc.org by **November 30**. Applications will be reviewed by both the CRS Annual Meeting Program and Finance Committee.

Proposed Workshop Title:	
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Chair/Co-Chairs (required):

Name:	
Affiliation:	
Address:	
Telephone:	
E-mail:	
Name:	
Affiliation:	
Address:	
Telephone:	
Email:	
Name:	
Affiliation:	
Address:	
Telephone:	
Email:	

- 1. Summary of the educational workshop content** (*approximately 75-100 words, as you would like to appear in the publicity*). This should include the Goals and Objectives of the Workshop, the Target Audience and the justification of the workshop (*why should this workshop take place*). It should also indicate if the workshop includes a demonstration or display of products or services in this area? (*e.g. instruments or other commercially available products/services that support research in this area*).

2. Unique characteristics of the educational workshop *(provide an answer to the following questions):*

a) **What is the singularity of the workshop's focus? What are the learning objectives?**

b) **Do you know if similar topics have been covered or will be covered in workshops or meetings in the past or next 12 months? If yes, where and when?**

c) **What is the organization and educational methodology of the workshop? Indicate type of activities and their duration:**

3. Proposed educational workshop program *(Provide an outline of the proposed topics and potential speakers and specify the inclusion of sponsors/industry speakers):*

4. Workshop Budget (*For the preparation of the budget the following considerations should be taken into account*):

- CRS Workshops will be financially independent and income generating.
- The workshop organizer is responsible for the fair and reasonable allocation of the budget. The final planned allocation must be submitted to, and approved by, the CRS Finance Committee.
- Complimentary annual meeting registration for all speakers may be considered upon the confirmation of sponsors secured by the workshop organizers, significantly high early workshop registrations are received, and income has covered all workshop expenses, and ensured that CRS achieves the financial goals for workshops given by the CRS Board at any time (at least break even).
- A list of at least five potential sponsors, including contact names and emails should be provided.
- Budgetary considerations unique to this workshop (e.g., audio-visual needs beyond LCD projection) should be indicated.

5. Marketing and Dissemination (*Indicate the dissemination strategy*):

a) Organizations and companies to be notified about this workshop:

b) Scientific societies that should be notified about this workshop:

c) Social media and publications that should be considered for placement of advertising: