

2016 AACC International Annual Meeting

(document – 2.13.15)

Guidelines for Planning Workshops for AACC International Annual Meetings

Thank you for your interest in planning a workshop during the upcoming annual meeting. Workshops provide a great scientific value to those attending the annual meeting.

Before a workshop can be approved for the annual meeting, there are a few guidelines that need to be met to insure success for the attendees, organizers, and AACC International.

Guidelines for Submitting Workshops

1. Workshops take place on the Sunday of the meeting.
2. Workshops can be half day or full day; ending at 3:00 p.m.
3. Workshops do not take the place of two-day meetings, which have more expense and require more labor, planning time and materials
4. Organizers are responsible for all planning of content for the workshop.
5. A minimum of 20 attendees must be anticipated for participation.
6. Workshops must be self-supported through the registration fee and any outside funding secured by the organizer before the workshop is approved.
7. A complete budget with all anticipated expenses must be completed by the organizer and approved by AACCI so appropriate registration fees can be determined – this includes AV needs, and any food and beverage.
8. A minimum of \$25 must be charged as a registration fee for any workshop.
9. AACCI staff will provide a meeting room and set-up, and will order AV and any food and beverage (if workshop budget allows).
10. Any AACCI staff labor required beyond the basic room set, AV and minimal food and beverage will be billed as part of the cost of the workshop. Organizers will be updated on registration numbers for their workshop and will be alerted if the registrations are low.