

## SCIPANT workshop proposal

SCIPANT is calling for workshop proposals as part of its program development. It is expected that workshops will be self-funded by workshop registration fees. If you are interested in running a workshop please complete the attached and forward to Dr Roger Shivas, SCIPANT Workshop Convenor at [roger.shivas@daf.qld.gov.au](mailto:roger.shivas@daf.qld.gov.au)

### CONTACT DETAILS

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### OVERVIEW OF WORKSHOP PROPOSAL

Title: \_\_\_\_\_

Proposed date(s): \_\_\_\_\_

Description of workshop activity: \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_

Anticipated workshop registration fee: \_\_\_\_\_

### REQUIREMENTS

Venue (seminar room and/or laboratories): \_\_\_\_\_

Catering: \_\_\_\_\_

Consumables: \_\_\_\_\_

Other: \_\_\_\_\_

I confirm that I have read and understand the terms and conditions and confirm that I will not hold the organisers and associated parties responsible for any loss or damages occurred.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

If you have any questions or need further information please contact Dr Roger Shivas, SCIPANT Workshop Convenor.

**Terms and Conditions for holding a workshop:**

- a. SC IPLANT will advertise workshops on their website provided that the workshop proposal has been approved by the Organising Committee as in-keeping with the theme of SC IPLANT.
- b. Workshops will be run autonomously by the presenters who are responsible for
  - i. Arranging the venue and equipment required, e.g. data projectors, whiteboards, computers, internet access, microscopes etc.
  - ii. Organising catering and transport of workshop participants (optional)
  - iii. Supplying workshop materials
  - iv. Determining the maximum no. of participants and the cost per participant of workshop registration.
- c. SC IPLANT will collect registration fees and return this amount (minus 10% admin costs) to the workshop presenters on presentation of an invoice to SC IPLANT immediately after the completion of the workshop. If workshops run at a loss, that loss is borne entirely by the workshop presenters.
- d. Workshops may be cancelled by the workshop presenters or by SC IPLANT at any time for any reason.
- e. It is the responsibility of workshop presenters to obtain approval (and associated professional indemnity and public liability insurances) from their employer to run the workshops.
- f. All workshop attendees must be registered to attend the SC IPLANT conference.
- g. YRD (Conference Organisers) will provide updates to the workshop organisers on participant numbers.

Draft budget outline:

	Minimum Numbers	Unit Cost	Total	GST	Excl GST
<b>Revenue</b>					
Registrations					
<b>Total Revenue</b>					
<b>Expenses</b>					
Venue Hire					
Catering					
Audio Visual					
Workshop material					
Banners/marketing					
Admin fee (10% of total registrations)					
<b>Total Expenses</b>					
<b>Profit/Loss (Rev – Expenses)</b>					

Please note this is a guide only. Other things you may want to consider is bus hire to venue if not in the vicinity of the city/south bank. Will you need phones/computers/lab equipment/facilitator, and relevant costs.