

**Guidelines for organising international
Eurachem workshops**

Prepared by the Eurachem Executive Committee

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Introduction

This paper has been prepared by the Eurachem Executive Committee. It provides outline guidance on the organisation of international Eurachem Workshops or Seminars (i.e. those aimed at participants from all European nations rather than those which are organised on a national basis). It gives advice on the roles of the Organiser and the Committees and makes brief recommendations on specific aspects of organisation including development of the technical programme, preparation of promotion material and financial arrangements.

Proposals

Potential organisers of Eurachem workshops or seminars should prepare a summary proposal identifying the dates, venue and theme of the workshop for discussion and approval by the Eurachem Executive Committee. Any overlap with other international events addressing the same potential audience should be preferentially avoided! A workshop proposal should normally be prepared and discussed at least 18 months before the workshop. If it is intended that the workshop should be held jointly with one or more other organisations, this should also be included in the proposal and approved by the Executive Committee. The responsibilities of Eurachem and other organisers should be clarified and approved by the Executive Committee.

The Organiser

The Organiser will usually be responsible for managing and coordinating organisation of the workshop and, in particular, reporting progress to the Executive Committee and making local arrangements with regard to the venue. The Organiser will usually be responsible for coordinating the preparation of material such as workshop's website, handbooks, copies of abstracts and proceedings, which might be issued before, at, and after the workshop. The Organiser will, where appropriate, consult and seek advice from the Organising Committee.

Organising and Scientific Committees

After the workshop proposal has been approved by the Executive Committee an Organising Committee and a Scientific Committee should be established as soon as possible.

The Organising Committee will usually comprise the Organiser, several appropriate members of the Executive Committee and representative(s) of the Organiser's institution. Alternatively, the Organising Committee, including the Organiser, may be local to the country of the Workshop, but reports to one of the Eurachem Working Groups to which the Organiser is normally a member. The Organising

Committee will assist the Organiser to plan and make arrangements for the workshop and, in particular, advise on the development of the workshop's technical programme, the preparation of promotional material and on financial aspects.

The Organising Committee may establish sub-groups to progress specific aspects of organisation. It is recommended to establish a Scientific Committee that will be responsible for the scientific programme, invitation of speakers, topics for lectures and breakout sessions or examples. A specific Working Group of Eurachem may form the Scientific Committee.

Technical Programme, Presentations and Speakers

The technical or scientific programme should be prepared at least 12 months before the workshop. Workshops should incorporate lectures, discussion or breakout sessions and if suitable posters and vendors presentations.

The Organiser will, in consultation with the Organising and Scientific Committees, be responsible for the development of the technical or scientific programme. A workshop programme would normally take place over one or more days and comprise both expert presentations and discussion group sessions. A seminar may consist only of lectures. The scientific programme should be discussed and approved by the appropriate Eurachem Working Group.

Expert presentations should be informative and educational, and reflect current developments and their impact on the analytical community. Discussion sessions should encourage delegates to contribute and participate actively in the workshop.

The Organiser should seek nomination of potential expert speakers from the Eurachem Working groups and, where appropriate, other European and international organisations. The Organiser, in consultation with the Organising Committee should select and invite speakers at least 12 months before the workshop. Speakers should be given reasonable notice of the requirement and deadline by which abstracts and electronic (PowerPoint) presentational material need to be submitted. Invited speakers will normally have some or all of their costs involved with participating in the workshop waived.

Promotion

In order for workshops to be successful, it is important that they are actively promoted. Initial promotion (1st flyer) should include details of the dates, location and theme of the workshop, and should take place as soon as possible after these have been agreed by the Executive Committee (at least 12 months prior to the workshop or seminar). It should also indicate the intended participant profile, their assumed level of knowledge, and the role they would be expected to play. A template to be used for the flyer is available from the Eurachem Secretariat; minor changes to the layout may be made.

Further promotion giving information on the scientific programme, venue and registration details should take place as soon and as often as possible after these have been agreed by the Organising Committee. This would usually start about 12 months prior to the workshop. Promotional material with detailed programme and registration information can be distributed as a 2nd flyer 6 to 3 months before the event.

The Eurachem secretariat will provide assistance with promotion using the Eurachem Newsletter, Eurachem website, sending e-mails to national delegates and other mechanisms where available. All national Eurachem delegates should be encouraged to promote workshops actively in their individual countries and through other mechanisms where available (e.g. through liaison organisations).

Venue

The venue should be capable of providing conference facilities commensurate with the number of delegates attending the workshop. Where appropriate local and convenient accommodation should be identified. If necessary, the venue should also have adequate facilities for Eurachem Executive Committee and Working Group meetings scheduled to take place on the fringes of the workshop.

Financial Considerations

Whilst the Organiser will have ultimate responsibility for financial arrangements, the workshop budget should usually be endorsed by the Organising Committee. The organiser should agree liability for any losses and rights to any surplus of income with the Eurachem Executive Committee. Registration fees should be charged to cover the costs associated with delivering the workshop including concessions to invited speakers and others.

Registration fees should be kept as low as possible and should not be prohibitively high. Wherever possible, delegates should be offered multiple payment options, for example, bank transfers and credit cards. Opportunities for sponsorship (in workshops held jointly with other organisations, for example) should also be explored.

Workshop Material

Material issued at the workshop should include the background and aims of the workshop, copies of speakers' CVs, abstracts and slides, copies of posters' abstracts, and a brief introduction to discussion groups (e.g. topics and questions to be discussed). In some cases materials can be distributed to the participants electronically prior to the workshop or seminar.

Where possible, authors should be advised of proposed publication arrangements when inviting contributions.

Follow-on Activities

After the workshop, the Organiser should prepare a summary report in consultation with the Organising Committee. The summary report should be published in the Eurachem Newsletter and other outlets where available. The organiser should also make copies of presentations and/or abstracts available to delegates where possible, either as part of the course material or by other means, for example as electronic copy available on the Eurachem and (if applicable) the conference website. Electronic copy should, where provided, normally be available within one month of the end of the workshop and should ideally be publically available. Organisers are also encouraged to prepare bound proceedings or to make arrangements with a suitable Journal for publication of conference papers as soon as practically possible after the event. Bound copies of workshop proceedings may be advertised and sold to other interested parties.

The success of the Workshop (from the viewpoint of participants) should also be evaluated using, for example, a follow-on questionnaire. Valuable lessons arising from this exercise, and from the experience of the organiser, could then be disseminated to those developing future workshops.

TABLE 1: Suggested Timetable for Organising Workshops

Before Workshop

- >18 months** - Organiser to prepare workshop proposal identifying dates venue and theme for discussion and approval by Eurachem Executive Committee.
- Organiser to prepare initial promotional material advertising workshop for Eurachem Newsletter and other outlets.
- Organiser to establish Organising and Scientific Committees and prepare draft programme.
- Scientific Committee to seek nominations, discuss, select and invite expert speakers.
- 12 months** - Prepare additional promotional material including details of technical programme and the aims of the workshop for the Eurachem Newsletter and other outlets.
- Organiser to prepare budgetary strategy.
- Organiser to set website for the workshop, if suitable with on-line registration.
- Scientific Committee to discuss possibility of publishing scientific articles from workshop in scientific journal (e.g. AQUAL) and inform lecturers about such possibility.
- >6 months** - Organiser with Scientific Committee to prepare and distribute final programme and registration forms (2nd flyer).
- 3 months** - Notify speakers of requirement and deadline for receipt of presentation materials.
- 2/1 months** - Organising Committee to prepare and dispatch pre-workshop information to delegates e.g. venue / accommodation name & address registration requirements etc.
- Organising Committee to prepare material for delegates to be issued at workshop e.g. abstracts / copies of presentations etc.

After Workshop

- < 1 month** - Scientific Committee with organiser to evaluate workshop success from the participants' perspective, and to disseminate results to the Eurachem Executive Committee for future reference.
- Organiser to ask authors for permission to present their presentation (in pdf format or similar) on Eurachem website.
- 1 month** - Organiser, in consultation with Organising Committee, to prepare summary report of workshop for publication in the Eurachem Newsletter and/or other journals.
- Organiser to present selected workshop material (e.g. pdfs of presentations, summaries from breakout sessions) on Eurachem and workshop website.