2011 Argonne Users Meeting: APS/CNM/EMC
May 2-5, 2011

Guidelines for Workshop and Plenary Session Organizers

Thematic Workshop & Plenary Session Coordinator: Katie Carrado Gregar, kcarrado@anl.gov
APS-specific Workshop Coordinator: Pamela Focia, focia@northwestern.edu
Workshop Assistant (travel, budget): Deena Blair, dblair@aps.anl.gov, 630-252-4460

2011 Organizer Responsibilities

- Decide focus and title
- Prepare workshop overview description (one paragraph)
- Enlist speakers
- Determine budget including speaker reimbursement
- Set agenda
- Communicate requirements to speakers (see speaker guidelines)
- Collect abstracts
- Provide information for publication
- Write a 1-2 page summary

2011 Organizer Deadlines

February 4 -- Workshop descriptions (one paragraph)
February 4 -- Co-organizers recruited
March 4 – Speaker names, preliminary schedule and budget (names & schedule to Katie or Pam; budget details to Deena)
March 25 – Speaker titles, abstracts, and final schedule
April 1 -- Registration for non-U.S. citizens (including speakers)
April 8 -- Program book to print (late changes ok up until this date)
April 18 – Registration for U.S. citizens (including speakers)
May 27 -- Expense reports (to Deena)
May 27 -- Workshop summary

Communicate Requirements to Speakers

* Every speaker must register through the web.
* Refer speakers to the speaker guidelines (sent to co-organizers and will be on the workshop website).

Set Agenda

- It is recommended that you start no earlier than 8:30 a.m. and conclude by 5:00 pm.
- It is recommended that the coffee break times & lunch times are followed so as to minimize noise disruptions.
- The last page has a strawman schedule.

Determine Reimbursements

Deena Blair will coordinate all travel and reimbursements. By March 4, send her (copy Katie or Pam) a list of your speakers, their citizenship, and proposed reimbursements so she can alert you to any problems. You can use the workshop budget form if you wish.

- The budget for thematic workshops is $8,000, for facility-specific workshops it is $6,000 ($3,000 for half day), and for the facility plenary sessions it is $2,000. This budget may be applied to speaker air & ground transportation, housing, and per diem; see below for explicit instructions regarding air fare.
- Registration fees are waived as follows. For thematic workshops the $200 fee is waived for up to 10 speakers plus up to 3 co-organizers (total = 13). For the facility-specific workshops, the fee is waived for up to a total of 10 speakers AND co-organizers (e.g. 8 speakers plus 2 co-organizers = 10). For the facility plenary sessions, the fee can be waived for up to 3-4 speakers.
- You may secure additional external support; coordinate any such support with Connie Vanni, vanni@aps.anl.gov.
- See the Reimbursement Guidelines below for more details, especially regarding air travel.

Wrap Up

- Write a one-to-two page summary of your workshop; this is a requirement for DOE-sponsored workshops. Including photographs is encouraged.
- Collect expense reports from all speakers; review expense reports to ensure that the budget has not been exceeded. Submit expense reports to Deena Blair.

Reimbursement Guidelines

General

- Original receipts are required for all expenses to be reimbursed.
- If an "honorarium" is given instead of reimbursement, the amount will be taxable.
- Speakers must pay for meeting meals (lunches and banquet) as part of registration. If funds remain in your authorized total after travel is paid, the speaker will receive a per diem according to General Services Administration guidelines.

Housing

- Housing is available at the Argonne Guest House. Rates are approximately $60.00 per night for a single room.

Air Travel

- Speakers must use a U.S. carrier for air travel. If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier, e.g., through a code share.)
- Original receipts are required.
- Before purchasing a ticket, the traveler must obtain a price quote through Deena Blair. The purpose is to confirm that the lowest reasonable fare is chosen. Here's the procedure:
    - The speaker contacts Deena with desired itinerary.
    - Deena obtains a price quote from Argonne's travel office and communicates it to the speaker.
    - The traveler purchases his or her own ticket by whatever means desired.
- Air travel will be reimbursed to the amount quoted by Deena, or to the reimbursement amount authorized by the organizer, whichever is lower. (If the authorized reimbursement exceeds the airfare quote, the remainder can be applied to other authorized expenses.)

Other Travel Modes

- Car rentals: Rentals between Chicagoland airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will be limited to the pre-purchase rate.
- Personal cars: Mileage, gasoline, and tolls are reimbursable to the extent they do not exceed the cost of airfare.
- Train: The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.
- Taxi: Taxi expenses are reimbursable provided they are reasonable.

Suggested Thematic & Facility-Specific Workshop Schedules:

8:45 – 9:00	Welcome & Introductory Remarks
9:00 – 9:40	Speaker 1
9:40 – 10:20	Speaker 2
10:20 – 10:50	Break
10:50 – 11:30	Speaker 3
11:30 – 12:10	Speaker 4
12:10 – 1:30	Lunch
1:30 – 2:10	Speaker 5
2:10 – 2:50	Speaker 6
2:50 – 3:20	Break
3:20 – 4:00	Speaker 7
4:00 – 4:40	Speaker 8

Evening events begin at 5:00. Ending at 4:40 allows for transportation to the evening events; however, you may program until 5:00 if necessary.