



An IUGS Event



RFG2018
RESOURCES FOR FUTURE GENERATIONS

PREMIERE INTERNATIONAL CONFERENCE ON
ENERGY · MINERALS · WATER · THE EARTH

June 16-21, 2018

Vancouver Convention Centre, BC, Canada

RFG2018 - Short Course Policy and Guidelines

Objectives

Short courses are timely presentations that provide review, instruction, and opportunity for advancement of understanding in a specific field within the geosciences that is consistent with the main themes of the RFG2018 Conference. The short course should provide a means whereby a newcomer to the field can quickly come up to speed on the topic, as well as providing opportunities for more knowledgeable participants to increase their understanding and expertise. Where appropriate, short courses should include a historical review of the topic, techniques used, and applications, or equivalent broad information, and may also involve discussion or other “break-out” components. Where feasible, hands-on activities or demonstrations can be included. A short course should not be a research symposium. However, it may be complemented by a special session at the RFG2018 Conference where contributors can present the findings of their recent research, as long as an appropriate session is proposed through the conference process.

It is the intention that a short course sponsored by an organization, for example the Technical Partners for RFG2018, may be designed to include the publication of a topical volume based on presentations given at the course. Volumes may be aimed at different audiences depending on the topic. The short course will typically aim at the senior undergraduate or graduate level, targeting both students and professionals in terms of upgrading their skills or seeking an overview of the current state of developments and knowledge in the subject.

Short Course Organization

Short course will be organized on behalf of RFG2018 Technical Partners, other similar organizations, or individuals, and the responsibility for financial and overall success falls to the organization. RFG2018 will organize an appropriate room, registration, AV and coffee etc., but all other aspects of courses fall to the sponsoring organization. RFG2018 will recoup all costs associated with supporting short courses, but any profit will be returned to the sponsoring organization.

The short course organizer(s) is the central person responsible for the development of the program and the identification of the speakers. The organizer may work with the SC editor from the sponsoring society to produce a final, short course volume. As such he/she:

- develops and implements a one to two-day short course on a topic or theme that is current and attractive to a national and/or international audience(s) of RFG2018.
- develops a budget for approval by the sponsoring organization and RFG2018, for all anticipated costs, in order to set a registration fee for a reasonable projection of attendees. An estimated budget is to be submitted with the short course proposal (see attached excel file) including clear break-even – cancelation criteria.
- the organization proposing the short course/field trip is responsible for success and failure - and takes the profit (after all expenses) and suffers the loss if the budget and break-even numbers are not correct; the budget calculator is to help people avoid loss but must be used with care for each different short course/field trip.



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- the organization proposing a short course/field trip may build RFG2018 registration (or partial registration) for the presenter(s) into the budget if they choose, but this must be managed separately from the conference.
- participants in short courses and field trips are expected to be registrants in RFG2018; there will be a \$100 surcharge for participants who do not register for the conference.
- is responsible for the merit of the contributions, oral and written.
- if a short course volume is produced, then he/she must arrange for their reviews (if appropriate), and work with the submitters and series editor to produce a quality volume.
- ensures rooms are booked with appropriate audiovisual equipment.
- prepares advertisements for the short course in collaboration with the RFG2018 Organizing Committee Short Course Chairs.
- helps organize any events associated with the short course (e.g., hands-on material, need for computers, receptions, dinners etc.).

RFG2018

Short courses are a critical part of the RFG2018 conference but are run by other organizations. It is anticipated that these will be largely, but not exclusively the Technical Partners of RFG2018. RFG2018 provides logistical support, registration and advertising at cost, but all course responsibilities, including cost overruns and failure to achieve a sensible break-even point fall to the sponsoring organization who will also receive any profit.

Careful budgeting and organization are important. RFG2018 will review the budget for consistency with these goals and to make sure that venue costs are appropriately incorporated, but will not take responsibility for other budgeted costs. RFG2018 will need the following information:

- Expected numbers of participants: break-even minimum and maximum
- Number of presenters – any requested costs (registration) to be covered by the sponsoring organization
- Preferred room layout
- AV requirements
- Coffee or other amenities (note: there are numerous food outlets in the vicinity of the convention centre).

Short courses may start and end at the time they wish, (within reason – e.g., between 8.00am and 6.00pm), 1.5 hours is recommended for lunch and two breaks are normal for a full day course.

Budget, Subsidies and Registration Policies

Courses must be budgeted to break even based on the anticipated minimum registration numbers. The budget will set the registration fee for the course, based on a reasonable best estimate of attendance, and known or estimated costs for production of the short course (site costs). The extent to which presenters are reimbursed for costs is up to the sponsoring organization. Honorariums are not typical for courses at conferences of this type and are not recommended; the final decision is left to the sponsoring organization.



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Important Dates

March 1, 2017: Submission for proposed short courses begins

August 15, 2017: Deadline for submission of short course proposals

September 15, 2017: Notification of acceptance or rejection of short course proposal by RFG2018 Organizing Committee and/or sponsoring organization

April 15, 2018: Deadline for notification of cancellation of short course and/or related field trip due to budget and/or participant shortfall

Key contacts

Chantal Murphy, CIM Convention Coordinator, cmurphy@cim.org, 1-514-939-2710 x1309

Dr. Catherine Hickson, GAC Representative, ttgeo@telus.net, 1-604-435-9644

Dr. Antonio Simonetti, MAC Representative, simonetti.3@nd.edu, 1-574-631-6710