

G-I-N Policy Pre Conference Courses

Background

Each year at the annual conference, G-I-N seeks to offer a number of additional learning and development opportunities to delegates, in the form of pre-conference courses, workshops or seminars.

These courses may either be directly managed by G-I-N or organised in agreement with members or the G-I-N partners. The timing and costs will be determined by the G-I-N conference committee in conjunction with the professional conference organiser (PCO), as this may vary from year to year depending on the venue, availability and costs of the hire of facilities (rooms, AV, internet access, catering etc).

Financial organisation

All workshops associated with the G-I-N conference should benefit G-I-N financially, but there will be benefits to the facilitators such as travel costs to the conference, some accommodation costs and complimentary or subsidised registration (local facilitators only). G-I-N will not pay for the development of the course materials.

The level of the benefits offered to facilitators will vary from year to year and will depend on the actual costs to offer the workshop. This will be set by the conference committee once the full costs are clear.

The workshops will not be cross-subsidised by the main conference and the cost of course registration will be set by the conference committee in order to ensure that they do not make a loss.

Proposals

Any member or group, affiliated to G-I-N may submit a proposal to run a pre-conference course. These requests should be submitted in response to an invitation issued in the newsletter, enGINE, by email or on the G-I-N website.

The comprehensive proposals should contain the following information:

- Aims and objectives of the session and a description of how the course relates to G-I-N's mission and/or conference theme
- Detailed programme and timetable
- Names and bios of the key facilitators (these will be used on the website to advertise the course if selected – pictures will be required along with the signed agreement)
- Proposed length of the workshop
- Targeted participants: type and size of the group
- Type of resources requested: material, rooms, internet access etc.
- Proposed advertising/marketing by the facilitators (see Registration and Marketing)

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Approved by:	Conference Committee, November 2017
Review date:	November 2019

- Anticipated travel costs

The proposals should be sent to the G-I-N Secretariat by the deadline communicated in the EOI. All proposals will be reviewed by the conference committee, or a subgroup thereof. A member of the local organising committee will sit on this group and will provide the link to the Scientific Committee to ensure consistency in overall aims and objectives.

Criteria for selection

Selection is dependent on space/time availability and the costs involved. In particular, G-I-N will look for the availability of local facilitators to minimise the travel costs. In some cases, the conference committee may recommend that the proposal be submitted for inclusion in the conference programme via the abstract submission process.

Agreement:

The written agreement will be provided by G-I-N. Particular attention will be paid to the following:

- Type of programme proposed and its coherence with G-I-N's aims and activities
- Proposed organisation
- Ability to generate additional revenue for G-I-N
- Availability of space and time
- Marketability of the course and facilitators
- Availability of local facilitators or those already attending the conference
- Ability of the facilitators to communicate and advertise the course to a wider audience
- Suitability of course content to G-I-N member needs and the conference theme

The levels of support for facilitators will be included in the agreement.

Registration and Marketing

G-I-N will market and advertise the courses through the conference website, e-zines, the newsletter and any other appropriate means, but there is a clear expectation that the facilitators will also help promote the course in order to reach other additional participants. Registrations for the courses will be managed along with those of the conference through the conference website. The successful courses will be advertised in advance of the Early Bird deadline for registration to facilitate maximum exposure of the courses.

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