



On behalf of the APUAF's administrative board, thank you for agreeing to organize a workshop. Feel free to contact us if you have any questions.

General planning:

- Themes and activities should be defined and presented to the Administrative Board for approval.
- Average # of participants at a workshop: 30-50
- Set the schedule: include breakfast, lunch or aperitif depending on the length of the workshop (Class'croute is a great, reasonably priced resource, as are nearby grocery stores and bakeries and Parisian caterer CocktailCocktail)
- Communication regarding the workshop should go through the info@apuaf.org address. The workshop sign up should be done online with the APUAF Google account. Please contact the secretary for access. The organizing committee is responsible for managing sign ups.
- Be sure to prepare copies of any necessary documents beforehand, and to request permission and electronic copies from guest speakers to be posted on the APUAF website.

General budget guidelines:

The organizing committee should establish a provisional budget including transportation fees, housing, and fees for guest speakers and any snacks for the participants and submit it to the Administrative Board for approval. A cost guideline is included below. Expenses above and beyond the amounts must be approved by the APUAF board.

Honorarium for speaker(s)	Consult APUAF board
Hotel room in Paris	120 €
Hotel room outside of Paris	100 €
Round-trip travel (in France)	100 €
Round-trip international travel	150 €
Meals	25 €
Aperitif for workshop	10-15€ per person
Café, viennoiseries	5-8€/pers.
Lunch	30-35€/pers.
Gift for unpaid guest speaker	35€ limit

The committee should plan for a reasonable budget, one that he/she – along with the APUAF's administrative board (CA) – would feel comfortable defending to APUAF members if the situation should arise. Of course, the APUAF's accounting records are detailed and available to all APUAF members upon request.

The APUAF president or treasurer can pay any vendors directly, or expenses (detailed bills or receipts) can be submitted to the APUAF treasurer for reimbursement at any time in preparation for the event(s), provided that these expenses fall within the budget.

Timeline	Checklist	Who does it ?
3 months before	Define themes, activities, set date and establish venue. Determine cost of participation for members and for non-members.	Committee, in consultation with APUAF board
2 months before	Post dates and location on APUAF web site.	Committee informs APUAF technology manager
2-3 months before	Confirm availability of guest speaker/presenter(s), organize transportation and hotel if necessary. Establish final agenda.	Committee
1-1,5 months before	Create sign up (set deadline according to caterer's policies), collect payment, contact caterers	Committee, in consultation with APUAF secretary and treasurer.
2 weeks before	Compile participant list for each event. Cross check with APUAF member list. Create printable list to distribute to all participants at the event.	Committee in consultation with APUAF secretary
1-2 weeks before	Gather participant name tags, create new tags if applicable.	Committee, in consultation with APUAF board
Event day	Welcome members and guest speakers, provide general support.	Committee, APUAF board
Event day	Open the event with a brief welcome announcement.	Host/Committee, APUAF president if present
1 week after	Request electronic documentation from speakers and submit for posting on APUAF website in secure members only section	Host, technology manager
1 week after	Send thank you notes.	APUAF board or organizing committee