On behalf of the APUAF's Executive Council, 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 Executive Council for approval.
● Average # of participants at a workshop: 25-50
● Set the schedule: include breakfast if it is a morning atelier, or aperitif following an afternoon atelier. Only exceptionally would we consider including lunch as part of a day-long atelier or training. Otherwise, prepare a list of recommended eateries for lunch on your own if applicable.
● 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 Executive Council for approval. A cost guideline is included below. Expenses above and beyond the amounts must be approved by the APUAF board.

Guest Speakers:
* Honorarium for speaker(s) Consult APUAF Executive Council
* Hotel room in Paris 120 €
* Hotel room outside of Paris 100 €
* Round-trip travel (in France) 100 €
* Round-trip international travel 150 €
* Meals 25 €
* Gift for unpaid guest speaker 35€ limit

Atelier costs:
* Aperitif for workshop 10-15€ per person
* Café, viennoiseries 5-8€/pers.

The committee should plan for a reasonable budget, one that they – along with the APUAF's Executive Council (CA) – would feel comfortable defending to APUAF members as being in the interest of the association. 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. Venues that are rent-free (or with a modest participation for cleaning or utilities costs). Determine cost of participation for members and for non-members. Check Zoom transmission possibilities. Work on an eco-friendly event. Please refer to the SD Committee guidelines link	Committee, in consultation with APUAF Executive Council
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. Check with presenter(s) the possibility of filming and/or transferring workshop content to members.	Committee
1-1,5 months before	Coordinate sign up document on drive with the CA (set deadline according to caterer's policies), collect payment, contact caterers	Committee, in coordination 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 (or generate a QR code of possible)	Committee in consultation with APUAF secretary
1-2 weeks before	Gather participant name tags, create new tags if applicable.	Committee, in consultation with APUAF Executive Council
Event day	Welcome members and guest speakers, provide general support.	Committee, APUAF Executive Council
Event day	Open the event with a brief welcome announcement.	Host/Committee, APUAF president or Executive Council member 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.	Organizing committee