

FAQs for Organizers of Continuing Education Workshops at the SRA Annual Meeting (5/28/15)

Q1. Where can I find workshop submission instructions?

For submission instructions, see the proposal form at: <http://sra.org/conferences-and-workshops>

Q2. When is the deadline for submitting a workshop proposal?

The deadline for submitting a workshop proposal is typically the end of May. It is usually announced by SRA in a broadcast email and is identified on the SRA website along with other information for the annual meeting.

Q3. Who should I contact at SRA if I'd like to discuss my idea for a workshop in advance of submitting a proposal?

You may contact the Conferences and Workshops (C&W) Committee, for which contact information can be found at: <http://sra.org/conferences-and-workshops>. You may also contact the Subcommittee for Workshops at the Annual Meeting (WAM), for which contact information can be found on the workshop proposal form.

Q4. What is the average number of people at a workshop?

Over the years, SRA workshop attendance has typically ranged from 6 to 15 with an average of 10 or less. This provides an ideal setting for attendees to have the opportunity to ask questions and for instructors to tailor the course to the audience.

Q5. How can I determine the right price for the workshop registration?

Pricing is made at the discretion of the organizer. SRA provides a budget worksheet to assist organizers in their budget planning and pricing based on their costs and expected number of attendees. The following information describes ranges for past workshop registration fees and number of attendees.

- Historically, most registration fees for half-day workshops have ranged from \$200 to \$250.
- Most full-day workshop registrations fees have ranged from \$300 to \$350.
- The number of attendees per workshop typically ranges from about 6 to 15, with 10 serving as a common planning estimate.

Organizers are encouraged to use the budget worksheet to estimate their optimal pricing and attendance strategies. Organizers must also include a final budget worksheet with their proposal submission package. The budget worksheet can be found at: <http://sra.org/conferences-and-workshops>

Q6. Who receives workshop profits?

In order to hold a SRA continuing education workshop, the organizer must commit fifty percent of workshop net revenues to SRA. The organizer receives the other fifty percent of net revenues. Organizers who would like to further support SRA, or who by law or employer policy cannot accept payments, may designate that their share be contributed to SRA, e.g., to the SRA General Fund, the SRA Risk Analysis Fund (our 501(c)(3) affiliate that provides awards and scholarships), or to any SRA subsidiary such as a Regional Organization (<http://www.sra.org/regional-organizations>) or Subject Matter Specialty Group (<http://www.sra.org/specialty-group>).

Q7. Can a submitter receive financial assistance from SRA to pay any of the honoraria/travel expenses of speakers before the date of the workshop?

Workshops must be self supporting. Organizers may be able to secure financial support from SRA Regional Organizations or Subject Matter Specialty Groups, and of course they also may seek external funding. Regional Organizations and Subject Matter Specialty Groups are responsible for the management of their own accounts, and decisions to support (or not to support) events rest solely with the Officers of these subsidiaries. If an SRA subsidiary agrees to fund a particular workshop, the organizer must provide a written statement from its Officers specifying the nature and dollar amount agreed upon. This statement must be included in the workshop proposal and the budget worksheet found at: <http://sra.org/conferences-and-workshops>

Contact information for Officers within the SRA C&W Committee, Regional Organizations, Subject Matter Specialty Groups, or other SRA Committees can be found at: <http://www.sra.org/about-society-risk-analysis>.

Q8. After submitting a proposal, will I receive confirmation that it was received?

Yes, the SRA Secretariat will reply to confirm receipt of your proposal submission.

Q9. How will workshop proposals be reviewed?

The proposals will be reviewed by members of the SRA C&W Committee/WAM Subcommittee to ensure they meet the requirements in the evaluation criteria identified at: <http://www.sra.org/conferences-and-workshops>

Q10. When will organizers be notified if the proposal was accepted?

If your workshop proposal is accepted, you will be assigned a committee liaison who will contact you directly (usually by late June) to let you know of your proposal's acceptance. For more information, see the planning timeline-checklist at: http://www.sra.org/sites/default/files/pdf/workshops/2014_SRA_Workshop_timeline_checklist_FINAL.pdf

Q11. How will the workshop organizer coordinate workshop planning with SRA (e.g., to ensure a room of adequate size, materials and equipment are available)?

The committee will assign a liaison to assist you with planning and logistics for the workshop. Your liaison will contact you in late June or July.

Q12. What are the organizer's responsibilities before, during and after the workshop?

If your workshop proposal is accepted, you will be assigned a committee liaison who will assist you in following the timeline.

Q13. Do you have to be an SRA member to submit a workshop proposal?

No, although we encourage you to join! To learn more about the benefits of becoming an SRA member go to: <http://www.sra.org/membership-benefits>

Q14. Can submitters retain full rights to their finished workshops material, or are they shared with SRA?

Rights to the organizer's material would only be shared with SRA if an agreement has been made between the organizer and SRA to do so. In some cases, SRA may inquire about sharing rights to material from a particular workshop. For example, SRA may enter into an agreement with the organizer to videotape a workshop in order to share the material for future educational outreach or other dissemination efforts. If you have questions, please contact the Conferences and Workshops Committee; contact information can be found at:

<http://www.sra.org/conferences-and-workshops>

Q15. Does my continuing education workshop have to be accredited by an institution or other agency or other accrediting entity?

No.

Q16. Are these workshops to be given *only* at SRA-sponsored events?

No, the workshops can be given elsewhere. However, to be considered for offering at the SRA annual meeting, a workshop must satisfy two key conditions: (1) comply with the evaluation criteria; and (2) assure no cost will be incurred by SRA (both the evaluation criteria and budget worksheet are available at: <http://www.sra.org/conferences-and-workshops>).

Q17. Can the same person submit both a workshop proposal and a symposium (session) proposal for the annual meeting?

Yes, as long as the material presented for the workshop and the symposium are different. For example, a workshop might focus on the current methods for a subject, while a symposium proposal may cover recent advancements, issues or examples. The C&W Committee/WAM

Subcommittee works with the Annual Meeting Program Committee to minimize overlap with symposium proposals.

Q18. Will a non-English workshop proposal be accepted?

There is no specific language requirement for the workshop itself, but an English version of the proposal must be submitted. All proposals are evaluated by the Committee using the criteria available at http://www.sra.org/sites/default/files/pdf/workshops/2014_WAM_proposal_evaluation_criteria_4_22.pdf including requirements for minimum attendance. If an organizer desires to submit a proposal for a workshop to be conducted in a language other than English, the proposal itself must be submitted in English (substantially identical to the non-English version if both are submitted), to facilitate review.