

Society for Risk Analysis (SRA): Continuing Education Workshops at the 2017 Annual Meeting
Planning Timeline-Checklist for Workshop Organizers

No.	Lead	Activity <i>(organizer responsibilities are shaded orange to highlight)</i>	Schedule	Completed
1	Organizer	Download (1) the proposal form, (2) proposal review criteria, and (3) budget worksheet for workshops at the annual meeting from http://www.sra.org/events_workshops.php . For additional insight, also check the participant evaluation form. If you have any questions, feel free to contact the committee members listed on the proposal form for more information.	April to May	
2	Organizer	Fill out the proposal form and budget worksheet (with both the planning target budget and cancellation threshold budget), check review criteria to assure basic requirements are met, and submit the completed proposal form and budget worksheet electronically to C&W-WAM c/o Brett Burk (SRA Secretariat) at bburk@burkinc.com .	May 23	
3	C&W-WAM	Receive the submittal packages from Brett Burk (by June 5), evaluate proposal forms and budget worksheets per the review criteria, and assign liaisons; check against symposia submitted for the annual meeting (received from Secretariat) to identify possible overlaps.	May 31	
4	C&W-WAM	Iterate with organizers for clarification as indicated, rank and screen proposed workshops if needed to meet program/venue constraints, and notify organizers of the outcome of the proposal review process.	June 16	
5	Organizer	For approved workshops, refine proposal to address WAM feedback as indicated, and submit final proposal. SRA program materials will use information from these proposal forms, including: title, organizer names, registration fee, and brief synopsis (up to 250 words).	July 7	
6	C&W-WAM	Complete workshop summaries for the SRA program announcement material, provide to Brett Burk.	July 14	
7	Secretariat	Post the annual meeting preliminary program and registration site (via www.sra.org), and send a broadcast email announcement that includes information on the workshops.	early September	
8	Organizer	Advertise/solicit registrants if desired, by the pre-registration deadline	Summer to Nov	
9	Secretariat	Send reminder email regarding the meeting pre-registration deadline, and include a reminder to sign up for workshops. <i>(The pre-registration deadline is typically ~4 weeks before the annual meeting.)</i>	October	
10	Secretariat	Inform C&W-WAM of current workshop registrant counts.	October-December	

No.	Lead	Activity (<i>organizer responsibilities are shaded orange to highlight</i>)	Schedule	Completed
11	C&W-WAM	Inform organizers of counts, assess viability via budget worksheets, flag any “go/no-go” decision needs.	October 20	
12	Organizer	Inform C&W-WAM of path forward: confirm workshop (where financial requirements are assured), cancel, or identify plan to assure no financial loss (revert to the cancellation threshold, rework budget or get more registrants).	October 27	
13	C&W-WAM	Make go/no-go decision with organizers who are in interim status pending financial viability assurance.	November 1	
14	Secretariat	Post final program online (via www.sra.org) including workshop schedules and room assignments.	November 10	
15	C&W-WAM	Finalize identification of ombudsmen to support workshop implementation; including supporting SRA with onsite registration and collecting evaluation forms from workshop attendees.	November 10	
16	Organizer	Prepare workshop presentation and participant materials (<i>e.g., notebooks, CDs</i>).	November 10	
17	Secretariat	Coordinate logistics for workshops, assure meeting rooms are set up, and support onsite registration.	December 4-6	
18	Organizer	Conduct workshop, distribute evaluation forms to participants, and identify any issues to C&W monitors.	December 10/14	
19	C&W-WAM	Workshop ombudsman (or designee): collect participant evaluation forms and provide to the Secretariat, along with any issues identified by the organizer (what worked, what could be improved).	December 10/14	
20	C&W-WAM	Hold C&W and WAM meeting/call to assess overall process and suggest refinements.	January	
21	Organizer	Submit workshop expense and revenue information to Secretariat for reimbursement/50% revenue share.	January	
22	Secretariat	Provide information from workshop participant evaluations to C&W-WAM.	Early February	
23	C&W-WAM	WAM liaisons provide evaluations to their organizers; solicit process suggestions for next year. WAM reviews evaluations for any suggested follow-ups as part of planning for 2018 annual meeting workshops.	Late February	
24	Secretariat	Send reimbursement for expenses/revenue sharing to organizers.	within 60 days of organizer request	

C&W-WAM = SRA Conferences and Workshops Committee-Subcommittee for Workshops at the Annual Meeting.

Note: Workshop organizers are encouraged to ask questions of C&W-WAM, identify issues, or suggest improvements at any time during the process.