



## Instructor Notes

December 13, 2011

Thank you for agreeing to become another of our distinguished workshop instructors for the upcoming Symposium. There are several items I wanted to clarify about the workshops:

1. The time for the all-day workshops will be 8 AM to 5PM. Morning sessions will run from 8:00 AM to the start of lunch at 12:00. Afternoon sessions will start at 1:00 PM and end at 5:00PM.
2. If you would like to make use of the Internet during the workshop, I need to know soon so that we can make arrangements with the convention center/hotel. I also need to know if it will just be a connection for the instructor's computer or if you intend to have the students to use one also.
3. Since we are on the subject of computers, I need to know those who plan to set up a workshop with hands-on computer usage, so that I can arrange for the burglars to break into the State DOT and acquire the needed hardware.
4. By February 1<sup>st</sup>, I need to know your needs for audiovisual equipment, overhead projectors, computer display panels/ projectors, slide projectors, flip charts, etc. We anticipate that every room will have an overhead projector and a computer projector or display panel. You need to bring your own laptop with the appropriate software. This avoids compatibility problems between the computer and the software that are used with the presentation. Most presenters use Power Point. Most projectors are capable of showing resolutions of at least 800x600. If you need a higher resolution or are using a workstation that communicates at a higher speed, I need to hear about it since they may require different projection equipment.
5. In order to hold down the instructor's cost, The Planning Committee has agreed to help with making copies of materials. Instructors need to let me know if they will need the help and send a camera-ready copy to Ben Williams by March 1<sup>st</sup>. Ben's address is on the web site as the workshop contact. If you mail the materials to the hotel please do so that the materials arrive 48hrs before the session. Boxes need to be marked to the attention of :

Ben Williams  
Guest arriving on 4/14/2012  
Group: GIS-T Workshops  
Embassy Suites Hotel  
4705 Clydesdale Parkway  
Loveland, Colorado 25301  
970-593-6200  
fax : 970-593-6202

6. If you have any questions concerning sending the material contact me. The workbooks and other handout reference materials will be distributed at the registration desk this year. We are hoping this will limit the numbers of individuals who pick up copies of workbooks from sessions that they don't attend. This has resulted in a shortage of copies for the attending students in past years. If you plan to bring your own materials make sure you give them to Ben Williams or the conference registration desk on Saturday
7. New this year! We are putting together a CD with the Power Point presentations of all workshops and any other examples or reference materials that you wish to share electronically. The CDs will be given to all registered workshops participants, not just those signed up for your session. The data will be collected the day of the workshops, although we would appreciate you sending it to us earlier if possible.
8. Unless we hear otherwise, we will assume that you are going to be at the conference anyway, will be paying for the main conference registration and will make the presentation without compensation. We will provide lunch and registration for another workshop if yours is a half-day session.
9. If you need us to contribute travel funds, labor costs, material, printing, shipping or equipment fees, we need to work that out ahead of time. If your time or costs are being covered as part of another contract to a State or Federal agency, we need to know so that there are no misunderstandings. Please contact Ben Williams as soon as possible to clarify your participation so that we will not have to negotiate it at the last minute. Only those instructors who return a sign agreement with any applicable conditions will be reimbursed.
10. The steering committee will make room reservations for these instructors, but only for the primary instructor and those others that we agree to in the advance. For those instructors that we agree to pay for meals, we will be reimbursing for either the current Federal Per Diem rate or the State DOT rate, whichever is greater. Only those instructors actually incurring meal or room costs will be reimbursed. To be reimbursed for your costs you need to provide us with a copy of the receipt for the items that we agreed to pay for, airline tickets, a hotel room (if not made but agreed to by us) and supplies.

You can assume that you will have breakfast and lunch on Sunday provided by the conference.

11. By October 30, you need to agree on a concept for the workshop with the Workshop Chair and put together a short two paragraph abstract that we can advertise on the web site and in the call for papers. I need to get that abstract as soon as you can email it to me. By January, I need an outline of the workshop and all of the instructors, so that we can answer questions from potential attendees. WordPerfect 6.1 or Word 2000 or earlier text files are acceptable.

12. The cost of workshops to students will be \$150 if paid early and \$175 afterwards. For that cost, they will get either a full day workshop or two half-day workshops. The half-day workshops can be mixed and matched to suit the students' wishes. We still will be asking for people to sign up for workshops in advance so that some of the instructors are not in an empty ballroom while all of the participants are piled into a small conference room.
13. We will be having a workshop survey available during the workshops and throughout the conference. This is our method of seeking opinions of workshop structure and ideas for developing future sessions. Please make sure that the surveys are passed out before the end of the session. Drop off any completed forms at the registration desk. Don't worry; the students will not be grading the instructors, that is the conference committee's job! We will award special prizes to good teachers.
14. We will be judging the number of requests for each workshop approximately 3-4 weeks before the conference. Gauging the attendance is not an exact science. Half of the sign ups happen in the last week. If we see that very few people are showing an interest in your session, we will discuss that with you and reach a decision about using your time to hold the workshop.
15. If you have any suggestions for how I can improve the workshops or make them more rewarding for the instructors, please let me know. Any questions can be referred to Ben Williams of FHWA at 404-562-3671, email [ben.williams@dot.gov](mailto:ben.williams@dot.gov).

*Finally, I want to again thank you for being a part of the Symposium and the workshops. Without your inspiration and hard work the GIS-T would not be such a success!*