



Guidelines for Planning Workshops for Plant Health Meetings

Thank you for your interest in planning a workshop during the upcoming annual meeting.

Workshops provide a great scientific value to those attending the annual meeting.

Plant Health 2021 will take place at the Renasant Convention Center in Memphis, Tennessee. All pre-meeting workshops held at Plant Health 2021 will take place on Saturday, July 31, 2021.

APS will be putting together a “standard package” for pre-meeting workshops, with a **fixed registration fee* to be set by APS no later than February 1, 2021**. These fixed costs include room rental, audio visual, staff labor, and coffee services based on whether the workshop is offered for half day (3-4 hours) or full day (7-8 hours). The fixed registration fee will be shared with all workshop organizers and organizers will be provided with a helpful budget sheet to identify any additional costs the workshop might incur above the fixed costs mentioned above.

**The fixed registration fee subject to change based on any additional costs identified by the organizer in their budget sheet (for example, offering a virtual component which requires additional AV/technology support and staff time). The fixed registration fee is the minimum charge for any workshop, regardless of outside funding/sponsorship dollars raised. Outside funding/sponsorship dollars can be spent on speaker travel reimbursements, technology upgrades, additional food & beverage offerings, etc.*

All onsite workshops will be required to adhere to social distancing practices/guidelines, which will be based on CDC recommendations and the laws governing the city of Memphis. This may include limiting the number of participants to allow for the safe gathering of individuals. More information will be shared with workshop organizers no later than February 1, 2021.

Important Information for Workshop Organizers:

1. Workshop organizers are responsible for **all planning of content** for the workshop.
2. A minimum attendance will be required, and a maximum registration limit will be set and shared with workshop organizers no later than February 1, 2021.
3. Workshops must be **self-supported** through the registration fee and any outside funding **must** be secured by the organizer before the final registration fee is set.
4. A complete budget with all fixed and add-on expenses must be created with help from the organizer and approved by APS so appropriate registration fees can be finalized.
5. **ALL** workshop organizers and speakers **MUST** register for their workshop so that an accurate headcount can be provided to the venue for room set-up and all food & beverage. *This includes any complimentary registrations for organizers and speakers, which must be built into the budget.*
6. For workshops held onsite, APS staff will provide a meeting room, organize room set-up, and will order A/V and all food and beverage. Any APS staff labor required beyond the standard package as set forth in the budget planning tool will be billed as part of the cost of the workshop.
 - a. If the workshop will have a hybrid/virtual offering, APS will provide the platform to host the virtual component of the workshop
7. All onsite catering must come from the Renasant Convention Center. Absolutely no outside food or beverage is permitted. If outside catering is brought in, APS is in breach of contract and could face heavy fines. The group in violation could also be asked to leave the meeting space.
8. Once registration is open, workshop organizers will be regularly updated on registration numbers and will be alerted if the registrations are low.
9. If the minimum number of registrations is not met approximately six (6) weeks out, the workshop is subject to cancellation. APS reserves the right to cancel any workshop that does not anticipate meeting the minimum required attendance.
10. For privacy reasons, APS cannot share contact information for meeting attendees, even with workshop organizers. Any communication an organizer needs to send to their workshop attendees prior to their workshop will need to come from APS staff. Workshop organizers will provide the required text copy (and attachments, if any) and APS will send the message out on their behalf.