



GOLDSCHMIDT®
LYON • 2021
4-9 JULY

Workshop Manual



geochemical
society

Organizing a Workshop / Short Course at Goldschmidt2021

Overview

Thank you for your interest in running your science workshop or short course at Goldschmidt2021. The Goldschmidt conference promotes the best science in Geochemistry and related fields, and delegates benefit greatly from the science and skills disseminated in associated workshops or short courses.

Workshops and short courses will take place before the conference on 3 and 4 July 2021. The conference administrators will take care of all logistical arrangements (including room and audiovisual bookings, catering, and collecting payments from delegates). Organizers just need to submit a proposal for their event before 15 October 2020, provide final details by 20 November 2020, persuade their community to attend, and prepare their materials.

Possible changes due to COVID 19 pandemic

This document provides information about the organization of workshops with attendees present in person. Should circumstances prevent us from being able to host workshops onsite (at the Convention Centre), workshop organizers will be informed as early as possible and will be able to decide whether to host their event online instead. In such case, workshop organizers will need to manage the organization of their online workshop and fees would be re-calculated and reduced, as some services would no longer be applicable.

In all cases, the Cancellation Policy outlined on page 4 remains in force.

Standard Types of Workshops and Short Courses

The standard workshop or short course associated with Goldschmidt2021 takes place on the Sunday immediately before the conference (and/or on the Saturday if preferred). Conference workshops will take place in a classroom environment and last for a half-day, full day or two days. Whatever the structure of your workshop or short course, the conference administrators are happy to accommodate it where possible and if approved by the Science Committee. Please get in touch with the Goldschmidt Helpdesk at helpdesk@goldschmidt.info if your workshop has any special requirements.

There are two standard workshop packages available:

Type 1: Minimal Contact

You are running a workshop:

- In your own venue
- Using your own system to collect registrations and payments
- You do not need any assistance from the conference organizers

Please submit your workshop proposal. If it is considered relevant for Goldschmidt delegates then the conference administrators will add it to the list of workshops available on the conference website with a link to your website and booking form.

Type 2: Using the Goldschmidt Venue

You are running a workshop:

- Using the conference's systems to collect registrations and payments
- Using the facilities provided by the Goldschmidt conference

The conference administrator will be happy to book a room for you, with all the necessary AV and refreshments. Your workshop will be listed on the conference website with a link to your website. The conference administrators will let you know the amount per delegate for room bookings, AV and refreshments. If you wish to add a certain amount to the price to cover any other costs you may have, such as your facilitators' fees or travel costs, then this will be reflected in the final price quoted to delegates and will be collected on your behalf and transferred to you after the conference.

Goldschmidt Facilities

The Venue

Rooms at the Lyon Convention Centre will be available for use from 08:30 – 17:00 on 3 and 4 July 2021. The rooms will all be laid out in a classroom style, with desks and chairs for delegates. If you need to change the room layout then please state this in the [Workshop Submission Form](#) so that any additional costs can be included in your quote.

AV and Equipment

The rooms are all equipped with a projector and screen. Please remember to bring an adaptor for your laptop if you are coming from another country. Please state this in the [Workshop Submission Form](#) if you need any extra equipment or services.

Refreshments

Teas and coffees are provided on arrival, in the morning break and in the afternoon break. Lunch boxes will also be provided for full day workshops and for half-day events if desired.

Advertisement

All the workshops and short courses run in conjunction with Goldschmidt2021 will be listed on the workshop page of the conference website (which will be linked to the homepage). If you are using the Goldschmidt booking system then delegates will be offered the chance to book your workshop when they register for the conference.

Goldschmidt Booking System

The Goldschmidt2021 website is where delegates will go for everything related to Goldschmidt2021, including uploading their abstracts, booking their registrations, lunches, workshops etc. The conference administrators are happy to take payments and registrations on your behalf at no additional cost to you.

Delegates will book and pay for their workshop through the website. The website is designed to take international payments by credit card or bank transfer. Any monies due to you will be sent by bank transfer after the conference has concluded.

Pricing

For each workshop the conference will enter up to two rates which can be collected.

- The conference will be charging €70 per delegate per day. This covers the rental, services and catering costs.
- Attending leaders, volunteers and speakers must register for the event and pay the Organizer rate of €42 per person per day to cover their own service and catering costs. This is compulsory.

What is included in the daily rate?

- Room rental, electricity, projector and screen
- Welcome, morning and afternoon coffee breaks
- Lunch (lunch boxes)
- Onsite conference support
- Climate control, security, cleaning and WiFi

Can I charge less?

Yes, if you have funds available to subsidize your event, you may charge delegates a lower daily rate. Payment for any extra amount owed must be received by the conference two weeks in advance of the event when final numbers are confirmed. You may wish to add a discounted student rate if you have funds available to make up the difference.

Can I charge more?

Yes, if you wish to charge a higher daily rate to cover organizer fees or additional costs please let us know the new rate by 20 November 2020.

Any extra amounts not covering conference costs collected will be passed over to you two weeks after the conference via bank transfer.

It will not be possible to change the price once delegates start booking places. If you require extra equipment or facilities after the rates have been set you will need to arrange payment for these two weeks before the workshop.

Cancellation Policy

If you need to cancel your workshop at any stage, please get in touch with the Goldschmidt Helpdesk at helpdesk@goldschmidt.info immediately. Written requests to cancel a workshop must be sent at the latest by 31 May 2021 in order to avoid any cancellation fees. Please note that if cancellations are received after this deadline, you will be charged for all costs related to services already rendered for the workshop (such as catering, AV).

Timeline

1 September – 15 October 2020: Submit your Proposal

In order to have your workshop or short course considered by the Science Committee, please submit a proposal by 15 October using the [Workshop Submission Form](#).

It is not necessary to know the exact number of expected delegates or prices at submission time, but approximate projections are useful. If you are not sure of your projected final numbers, please put in an estimate; it will be possible to change this before booking opens. It is most important that you give a clear description of your workshop so that the Science Committee can assess if it is a good fit for the conference.

4 November 2020: Workshop Acceptance and Planning

The Conference Helpdesk will contact you as soon as possible to let you know if your workshop or short course has been accepted. This will be no later than 4 November 2020.

As soon as it is approved and ready, you must send the helpdesk your final workshop description and a list of presenters/organizers so that this can be made available on the conference website to attract potential delegates. You must ensure that you have plans for handing over leadership of the

workshop to an appropriately qualified deputy who can step in if, for any reason, you are unable to lead the workshop.

20 November 2020: Finalizing your Prices and Committing

Once we know your needs then we can confirm any additional costs above the daily rates. You will then be able to set your prices to allow for any additional expenses you may have or find sponsorship to cover them.

Before we open booking we will ask you to commit to running the workshop (assuming it gets above an agreed minimum number of bookings). If you later need to cancel, please refer to the cancellation terms above.

15 December 2020: Booking for Workshops and Short Courses Opens

Booking for the approved workshops and short courses will open for delegates on the conference website from 15 December.

Please note that attending organizers and speakers should also register for the workshop at the Organizer rate. A code for registering as workshop organizers will be provided.

31 May 2021: Deadline for Workshop Cancellation without Fees

If you need to cancel your workshop, please get in touch asap with the Goldschmidt Helpdesk at helpdesk@goldschmidt.info. Please refer to the cancellation terms on the previous page.

4 June 2021: Booking Closes

When booking closes you will know the final number of delegates registered for your event. If you have not achieved your minimum number of delegates then you will still be able to cancel it without any costs at this time, following consultation with the Science Committee. If your delegates have booked through the conference website then we will refund their registration at no cost to you.

Final Steps

If your event is not taking place at the conference venue then you are responsible for collecting payments and registrations; please let the conference administrators know your final number of attendees before 1 July 2021.

If your workshop participants have booked through the conference website, shortly following the booking deadline, we will confirm the final participant numbers and send all relevant logistical information. We would also suggest that you email your participants to remind them of the venue and start times, as well as giving them your contact details in case of queries.

3 – 4 July 2021: The Conference Workshops

Your workshop should be ready to go. For any queries you may have, we will be available and provide assistance where possible. Please contact us at helpdesk@goldschmidt.info if you need any further information.