Rules and Guidelines for Leading a Workshop at the 24th BCCE

Workshops must be submitted online at www.bcce-submissions.com. When your submission is complete, your proposal will be automatically forwarded to the Workshop Chair. The Workshop Chair will review your proposal and make a decision as to whether to accept, reject, or amend it. If your proposal is accepted, then you are expected to deliver the workshop and register as a participant at the 24th BCCE. Workshop leaders will sign and submit a workshop Safety Agreement by May 6, 2016. The 24th BCCE reserves the right to levy a participant fee of $10.00 in addition to that charged by the workshop host. Workshop offerings will begin 1:30 pm Sunday July 31st, 2016 and end 12:30 pm Thursday August 4th, 2016. Workshop leaders who have a Sunday or Monday workshop are strongly encouraged to arrive on campus Friday July 29th, 2016 in order to prepare for their workshop.

1. All workshop leaders and co-leaders must pay the 24th BCCE registration fee.
2. All workshop participants must pay the 24th BCCE registration fee. Registration opens March 3, 2016 at www.bcce2016.org
3. All workshops should include active-learning and/or guided inquiry methods of instruction. Workshops should not rely solely on traditional passive lecture methods.
4. In order for a workshop leader to be reimbursed for expenses associated with the delivering the workshop, the workshop leader must submit receipts for materials, etc. to the 24th BCCE committee by NOON, August 4, 2016. Workshop leaders may not charge the 24th BCCE or their workshop participants expenses associated with the leader’s travel, lodging, food or the BCCE registration fee. Workshop leaders will not be reimbursed by the 24th BCCE for any of these or other personal expenses.
5. Workshop leaders are responsible for arranging for all of the materials (hand-outs, activities, etc.) necessary for the workshop to arrive in the Department of Chemistry and Biochemistry at The University of Northern Colorado (UNC) by Monday July 18, 2016. Workshop materials need to be sent to the following address:

    Courtney Willis, C/o 24th BCCE Workshop
    Your Name, Workshop Number, and 1 of ___ boxes. (Please be sure to include this!)
    Department of Chemistry and Biochemistry
    501 20 Street. Ross Hall Room 3635
    Greeley, Colorado 80639

    We recommend that you send material using Registered U.S. mail, FedEx® or UPS® so you can track the package yourself.

6. Workshop leaders are responsible for arranging for all materials (handouts, activities, etc.) left over from the workshop to be shipped back to their institution, home, company etc. Please have pre-paid US Mail, UPS, FedEx®, etc. mailing labels prepared prior to coming to the 24th BCCE. Materials left at UNC will be disposed of. Workshop leaders are responsible for returning the room they are using in good, clean condition at the end of the workshop.

7. Workshop leaders are responsible for the preparation of all materials (handouts, activities, etc.) necessary for the workshop. The 24th BCCE will provide a preparation area. The workshop preparation area will be available starting on Sat July 30th, 2016 from 10:00 AM to 4:00 PM. We will post the hours
of operation of this room for other days of the 24th BCCE. We would advise that if you need to make copies of handouts that you make them and ship them to the University. There is no copy center on campus and the closest place to make copies is Hillside shopping center which is two blocks south of the University. There is a UPS store (2519 11th Ave. Unit A) there that charges 10 cents per black and white copy and 49 cents for colored copies. Their hours are M-F 8:00 AM to 6:30 PM, Saturday 9:00 AM to 3:00 PM and they are closed Sunday.

8. If a workshop involves chemicals, workshop leaders are responsible for the preparation and proper disposal of all chemicals necessary for the workshop. The 24th BCCE will provide a chemical preparation for the setup and teardown of workshops and we will provide consultation with our Manager of Environmental Health and Safety. The workshop chemical preparation area will be available starting on Saturday July 30, 2016 from 10:00 AM to 4:00 PM. We will post hours of operations of this room for other days of the 24th BCCE. Common laboratory glassware, equipment and preparation materials will be available for your use. The available equipment and other supplies are listed at the end of the document, “Safety Agreement”. We should have your materials and equipment needed by this point and will contact you if we cannot provide materials asked for. Workshop leaders will follow the same rules and guidelines as working with chemicals as the chemical demonstrators. Workshop leaders are responsible for purchase/acquisition of any expensive or unusual chemical(s). Workshop leaders are expected the review the UNC Chemical Safety Hygiene rules at www.unco.edu/nhs/chemistry/MISC.html prior to arriving on campus. Workshop leaders working with chemicals must schedule, in advance, a 15 minute Chemical Safety and Chemical Disposal meeting with the Workshop Chair prior to handling/using any chemicals in preparation for their workshops.

9. If a workshop involves loading a computer program and or downloading plug-ins, the software and a copy of the license must be sent to the Department of Chemistry at The University of Northern Colorado by June 2nd, 2016. Send Software to Courtney Willis, c/o 24th BCCE Workshop, (your name and workshop number), Department of Chemistry and Biochemistry, 501 20th Street. Campus box 98, Greeley Colorado, 80639.

10. Workshop leaders who are using computers, software, and multi-sync projectors should plan to arrive on campus starting Friday morning July 29th, in order to test and troubleshoot their software, computers and multi-sync projectors.

11. Workshop leaders should start arriving on campus by Friday July 29, 2016 and must be on campus at least 24 hours before their scheduled workshop in order to complete preparations.

12. If a workshop leader needs to purchase supplies or materials from locations off campus there is a King Soopers, Ace Hardware and JoAnn’s Fabrics within walking distance of the campus, a little over two blocks. The workshop leader is responsible for paying for the needed supplies.

13. You will be informed of the day and time of your workshop by May 13, 2016 as long as we have your plan of Written Plan for the Workshop and a signed Safety Agreement. You will be informed of the number of registered participants for your workshop by June 15th, 2016, after early registration for the conference closes.

14. If a request is made to have student helpers in advance, the 24th BCCE committee will provide some students to assist the workshop leaders with reasonable tasks associated with unloading equipment and materials from a van, setting-up and taking down workshops, loading equipment and materials into a van. Carts will be provided. Student helpers will not be available in or during workshops.

15. Every effort will be made to scheduled workshops in rooms with complete AV. If your workshop is scheduled in a lecture hall or a classroom with a computer, DVD player, and internet connection you will be informed that you can use these resources.