

## APPENDIX C

### INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS APPLICATION TO HOST A WORKSHOP

*This is a Microsoft Word template. Please enter the responses into the spaces provided.*

*The completed form should be emailed to the Chair of the Technical Program Committee (with copies to the ISSCT General Secretary and the relevant ISSCT Commissioner and Chair of the Section Committee). The form must be received no later than 2 weeks before the start of the next ISSCT Congress. Applicants should note that additional "ISSCT Workshop Guidelines" are contained in Appendix B of the TPC Operations Manual and also on the ISSCT website.*

#### 1. DETAILS OF APPLICANT

Only sugar-related organisations with substantial resources will be suitable as hosts for workshops. Preference will generally be given to Affiliated Members (i.e. technical societies affiliated to ISSCT).

##### 1.1 Name of Host Organisation

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##### 1.2 Contact Details

|                 |  |
|-----------------|--|
| Name:           |  |
| Title/Position: |  |
| E-mail:         |  |
| Phone:          |  |
| Postal Address: |  |

##### 1.3 Office Bearers

Please give names and positions of those who will actually organise the workshop.

| Name | Position |
|------|----------|
|      |          |

1.4 Nature of the Organisation

Please summarise the sugar-related activities and functions of the organisation.

|                             |  |
|-----------------------------|--|
| Functions and Activities:   |  |
| Other Relevant Information: |  |

1.5 ISSCT Workshop Guidelines

|                                                                                                                              |                                     |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Have you read and taken note of the information available in the “ISSCT Workshop Guidelines” available on the ISSCT website? | Yes/No<br><i>Please delete one.</i> |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|

**2. PROPOSED ACTIVITIES**

2.1 Proposed Topic for the Workshop

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2.2 Preliminary Discussion with ISSCT

Please provide details of preliminary discussions concerning this topic at ISSCT workshops and/or with the relevant Commissioner or Section Chair.

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2.3 Proposed Sub-topics

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2.4 Proposed Visits and/or Field Trips associated with the Workshop

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2.5 Proposed Country, City and Venue

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2.6 Proposed Dates

**3. CONSULTATION WITH AFFILIATED SOCIETY**

Workshop Organisers must consult with the Affiliated Society of the country in which the Workshop is being organized. The Affiliated Society must indicate their support by having their President, General Secretary or ISSCT Councillor sign the Workshop Application Form.

3.1 Name and Title of Office Bearer of Affiliated Society

3.2 Signature

**4. NATIONAL POLICY IN RESPECT OF ENTRY OF REGISTERED MEMBERS**

The Society recognises that the applicant may be unable to influence or alter Government policies in respect of entry to that country of all members who desire to attend the workshop. Please indicate:

4.1 Any known limitations to entry

4.2 Special visa requirements (if any)

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**5. RECOGNITION OF OBLIGATIONS**

Workshop hosts must undertake to recognise that:

- (a) the Section Committee appointed by ISSCT has ultimate responsibility for organising the sub-topics and speakers for the workshop. This Committee will usually have a representative from the host organisation and will work closely with the hosts.
  
- (b) the hosts are responsible for local arrangements, such as:
  - arranging publicity
  - organising the venue
  - recommending and coordinating accommodation
  - assisting delegates on arrival and departure
  - organising field trips
  - seeking sponsors for some events
  - collecting ISSCT membership fees and sending them to the General Secretary
  - ensuring that guidelines for workshops are adhered to.
  
- (c) the workshop topic and venue cannot be changed without permission from the Chair of the Technical Program Committee of ISSCT.
  
- (d) ISSCT funding for the local organisation is limited to about US\$1,000.
  
- (e) the hosts are required to comply with the Workshop guidelines.

**6. COST OF ATTENDANCE**

6.1 Sponsorship

Please provide an indication of any sponsorship envisaged.

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6.2 Registration Fee

Please estimate the likely registration fee to be charged.

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**7. SIGNATURE (S) ON BEHALF OF THE APPLICANT**

|            |  |
|------------|--|
| Signature: |  |
| Name:      |  |
| Position:  |  |
| Date:      |  |

**Please Note:**

- (1) Applications to hold a workshop must be discussed with the relevant ISSCT Commissioner prior to submission
- (2) Applications must be lodged with the Chair of the Technical Program Committee at least 2 weeks prior to each congress. Please:
  - Email a completed application form as soon as possible, and
  - Bring a second original copy to the congress and check with the Chair of the Technical Program Committee that the posted original has arrived.

## APPENDIX B

### ISSCT WORKSHOP GUIDELINES

There are no rules governing what should or should not be done at a workshop. This is largely at the discretion of the Section Committee. The following are general guidelines which are built around decisions taken at various meetings and which have, in the past, resulted in the organisation of successful workshops.

**Workshop Proposals:** Application to host a workshop must be made on Form 3 (see [Appendix C](#)). This form outlines many of the requirements for holding a workshop. The relevant Commissioner must arrange for proposals for workshops to be lodged with the Chair of the Technical Panel at least 2 weeks before the next congress.

Workshop Organisers must consult with the Affiliated Society of the country in which the Workshop is being organized. The Affiliated Society must indicate their support by having their President, General Secretary or ISSCT Councillor sign the Workshop Application Form.

**Approval:** Proposals for workshops will be considered by the Technical Panel, who will then submit recommendations to the Executive for subsequent approval at the final Council meeting at Congress.

In choosing the host for a workshop, the Technical Panel and the Executive shall consider the host's ability to organise it and the relevance of the issue to be addressed. Consideration shall also be given to spreading the Society's activities among countries of affiliated members and in geographical regions to give maximum opportunities to different members for participation. Workshops should be spread over the inter-congress period to ensure that they do not fall in any one budget year.

**Change of Venue:** Any change of venue for hosting a workshop after approval by Council must be initiated by the Section Chair through the relevant Commissioner and finally approved by the Chair of the Technical Program Committee.

**Finances:** Council approves funding to assist with the organisation of the workshop and to subsidise airfares for Committee Members attending the workshop. Council has approved potential funding of US\$6000 for each workshop. These funds are administered by the General Secretary on the advice of the Chair of the Technical Program Committee in consultation with the relevant Section Committee Chair. There will in general be up to US\$1000 available to cover administrative costs associated with the organisation of the workshop, plus US\$5000 to subsidise travel costs associated with the travel of Section Committee members to the workshop.

Section Committee members must advise the cost of the cheapest direct economy or apex return air fare to the Chair of the Section Committee, who then allocates the available funds and requests payment through the Chair of the Technical Program Committee. The subsidy is allocated pro-rata in relation to these air fares, with a maximum individual subsidy of US\$2000. Full information is required on names and addresses of recipients of the money, e.g. many Committee members will want it to go to the organisation for which they work. The ISSCT General Secretary will not issue any cheques or bank drafts without prior authorisation by the Chair of the Technical Program Committee.

**Workshop Registration Fee:** Attendees may be charged a registration fee to cover legitimate costs incurred by the Workshop Organising Committee such as meals, transport, room hire, documentation,

etc. The cost of registration should be kept to a minimum, and ideally not more than US\$150/person.

**Organisation of a Workshop:** Section Committee members are expected to play an active role in the organisation of workshops under the guidance of the Chair of the Section Committee.

**Web-site information:** The organisers of the workshop must arrange for information about the workshop to be displayed on the ISSCT website.

Preliminary brief information must be available within 3 months of a congress. This information must at least include the theme of the workshop, the ISSCT section responsible, the location and approximate date of the workshop, and email contact details for the organisers.

At least 1 year before the workshop, detailed information must be available on the website to enable potential delegates to decide whether they wish to attend the workshop and arrange for appropriate funds to be budgeted.

**Attendees:** The workshop must be open to any member of ISSCT with an interest in the topic of the workshop, as well as additional observers from the host country.

Workshop delegates must be current members of ISSCT, ideally before registering for the workshop. This must be stressed in advertising. For those who fail to become members before a workshop, membership fees must be included in the registration costs and must be forwarded to the General Secretary (although the value of these fees can be discounted against the reimbursement of workshop expenses from the General Secretary). Observers need not be ISSCT members.

**Workshop program:** The theme(s) and format should be relevant for the particular discipline, and the agenda should be well structured. Since these are 'workshops', the organisers must ensure that there is plenty of interaction among participants. There may be some hands-on experience and field trips.

**Reports:** No proceedings are produced for workshops. However, organisers may request brief abstracts from presenters prior to the workshop that can be made available to delegates on arrival. At the discretion of the workshop organisers and agreement of the presenters, PowerPoint presentations made during the workshop may be made available to delegates either as hard copies or, preferably, on a CD. These should be saved as 'PowerPoint Show' to avoid unauthorised changes.

The Chair of the Section Committee must submit a brief report to the General Secretary within 1 month of the workshop (with a copy to the workshop delegates, the relevant Commissioner and the Chair of the Technical Program Committee) for display on the ISSCT website.

**Congress Report-back:** A report-back on the workshop should be given at the subsequent congress. A full congress paper should be prepared, which may be presented as an oral paper or alternatively summarised to the section meeting held during the congress.

Section Chairs should recommend 'good' presentations at workshops for presentation as full papers or posters at the next congress