



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 2020 will take place at the Sheraton Downtown Denver Hotel. All pre-meeting workshops held at the Sheraton Downtown Denver will take place on Saturday, August 8, 2020.

Registration fees* for all pre-meeting workshops are:

- Half Day (3-4 hours): \$89/person, 20 people minimum.
- Full Day (7-8 hours): \$119/person, 20 people minimum. *Lunch is not included in this price.*

*In an effort to standardize our workshop offerings and to help with meeting our food & beverage requirements at the hotel, APS has put together a “standard package” for pre-meeting workshops. These fixed costs include room rental, audio visual, staff labor, and coffee services. The above registration fees are subject to change based on any additional costs identified by the organizer in their budget sheet. The minimum charge for any workshop, regardless of outside funding/sponsorship dollars, will be \$89/\$119.

Note: Pricing for approved workshops that are held either fully or partially offsite may differ that those listed above, once additional costs like transportation, facility rental fees, etc. are considered and identified.

Important Information for Workshop Organizers:

1. Workshop organizers are responsible for **all planning of content** for the workshop.
2. A minimum of 20 attendees is required.
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. 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.
7. All catering must come from the Sheraton Downtown Denver Hotel. 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 20-person 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.