

### Faculty Workshop Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. After the just-completed annual Section Meeting, the committee will review the program schedules from the last several annual Section Meetings to guide in selecting a topic that is of general interest and applicability as well as that is different from those presented in the last numerous years.
3. The committee will suggest various topics from which one will be chosen to be the focus of the workshop.
4. The committee will suggest various presenters for the chosen topic and ultimately choose the desired presenter. It is appropriate to prioritize the presenters and their topics, in case one or more invitations are declined.
5. The committee chair will contact the Section Treasurer for information about the reimbursements available to the presenter.
6. The committee chair will take the lead in arranging for a presenter, being sure to provide complete reimbursement information to that person.
7. The title of the workshop, the name and institution of the presenter, a short biography of the presenter, and a short abstract of the workshop will be sent to the Section Secretary by the committee chair no later than February 15.
8. If the presenter is arriving without a vehicle, then the committee should make every effort to transport the presenter throughout the Meeting in order to eliminate the expense of a rental car. This may involve transportation to/from an airport, to/from a hotel, and to/from the host institution.
9. At the Section Meeting the committee chair will remind the presenter that a request for the honorarium and travel reimbursement subject to Section guidelines must be submitted to the Section Treasurer no later than four weeks after the end of the Section Meeting. A postal address must be provided in the request.