ANZFSS 2016

Workshop Information Guide
Welcome

Dear Colleagues

On behalf of the Australian and New Zealand Forensic Science Society (ANZFSS) 2016 Symposium Organising Committee, we invite you to submit a proposal to conduct a workshop at the 23rd ANZFSS International Symposium on the Forensic Sciences being held in conjunction with the Forensic Isotope Ratio Mass Spectrometry (FIRMS) 6th Network Conference, in Auckland, New Zealand. The theme of the Symposium is “Together InForming Justice”. We aspire to offer a range of high quality pre- and post-Symposium workshops for our attendees to complement this theme. Proposals are encouraged for workshops that cover all disciplines and all backgrounds.

The following information has been prepared to help assist you in the preparation of your workshop. Please feel free to contact us if you have any questions.

Best regards

Dr Jo-Anne Bright PhD
Scientific Chair
Email: Jo.Bright@esr.cri.nz

Sarah Scott
Chairman – Organising Committee
Email: sarah.scott@esr.cri.nz

Web: www.anzfss2016.org

For any queries you may have regarding the proposed workshop submission process, please contact:
Amber England
T: +64 9 525 2464
E: amber@conference.co.nz
Important Dates

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>30 September 2015</td>
<td>Deadline for submission of workshop proposals</td>
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<tr>
<td>01 December 2015</td>
<td>Deadline for notification of Workshop submission success</td>
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<tr>
<td>01 March 2016</td>
<td>Details of workshop placed on Symposium website</td>
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<tr>
<td>31 May 2016</td>
<td>Deadline for Workshop Facilitator to decide if workshop will proceed</td>
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<tr>
<td>01 August 2016</td>
<td>Deadline for organisers to supply venue with minimum guaranteed number of participants</td>
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General Terms

the “Organising Committee”: ANZFSS 2016 Organising Committee

the “Facilitator”: Workshop Facilitator as identified in the Proposed Workshop Submission

“Conference Innovators”: Professional Conference Organiser

the “Symposium”: ANZFSS 2016 Symposium

the “Website”: www.anzfss2016.org
### FUNDING

ANZFSS 2016 will be unable to provide funding for workshops. However, any revenue collected from participant fees will be forwarded to the Workshop Facilitator (or nominee) following the deduction of fees associated with catering, room bookings, management fee, etc.

### WORKSHOP REGISTRATION

Details of your workshop proposal will be included on the ANZFSS 2016 website. Any participants wishing to register for workshops can do so during the standard symposium registration process. They can also amend their original registration details at a later date to include any workshops.

### FEE COLLECTION

Fees to attend the workshop will be collected along with symposium registration fees by Conference Innovators, our Professional Conference Organiser.

### MANAGEMENT FEE

The cost associated with the management of the workshop (website promotion, participant registration, fee collection, venue booking) is a flat rate of NZS350 per workshop.

### PROFIT DISTRIBUTION

All profit from the workshops will be distributed to the Workshop Facilitator (or nominee) at the conclusion of the symposium. The Workshop Facilitator is responsible for nominating an organisation or individual to receive the workshop profits. In the event that a workshop runs at a loss, any outstanding amount will be invoiced to the Workshop Facilitator (or nominee) at the conclusion of the symposium.

### VENUES

When the final number of participants is confirmed, the Conference Organiser’s will provide you with a range of suitable venues (and associate pricing). The venue options will ensure your AV, technical, participant and any special needs will be met.

### DEADLINES & CANCELLATION

All workshop proposals must be received and approved by the ANZFSS 2016 Organising Committee. A decision on whether the workshop will proceed must be made by 31 May 2016. This will enable both Workshop Facilitators and workshop participants to finalise travel arrangements. Once a workshop is confirmed, the registration will remain open until the workshop is full or until advised by the Workshop Facilitator. However, minimum guaranteed numbers are required by the venues by 15 August 2016. As the Workshop Facilitator, you must bear the risk of the workshop not proceeding.

### AUTHORITY TO APPROVE

The ANZFSS 2016 Organising Committee reserves the right to not proceed with a workshop proposal. Workshop Facilitators must also obtain internal approval from their organization/s. After the deadline for workshop proposals, Workshop Facilitators may be contacted to discuss options for co-hosting workshops with similar proposed content.