



*22nd Triennial Meeting of the International
Association of Forensic Sciences, 21-25 September 2020
International Convention Centre Sydney, Australia*



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IAFS 2020

Workshop Information Guide

#IAFS2020

On behalf of the Organising Committee, thank you for your interest in conducting a workshop at the upcoming IAFS 2020 Meeting held in conjunction with the 25th Symposium of the Australian & New Zealand Forensic Science Society 21-25 September 2020, International Convention Centre Sydney, Australia. We anticipate that the pre-meeting workshops will complement and enhance the scientific program, which promises to be both exciting and thought-provoking.

The Meeting theme is *'where to from here?'*. The theme asks the forensic science community to review contemporary practices and consider strategies to improve operational contributions and effectiveness in the light of both current and future challenges.

The following information package will assist you in the preparation of your workshop. As the Workshop Organiser you can decide on all aspects of its delivery including length of workshop (half day, full day, 2-day), venue and participant fees.

As the Workshops Coordinator, I will be available to assist in all facets of organisation including venue booking, audio visual requirements, delegate catering and fee collection. Please feel free to contact me if you have any questions.

Kind Regards,



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Workshops Coordinator

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Workshop Organisation

Important Dates

Date	Description
31 January 2020	Deadline for submission workshop proposals to Workshops Coordinator
16 March 2020	Workshop Coordinator to notify Workshop Organisers of the success of submission
30 March 2020	Details of workshop placed on Meeting website
22 June 2020	Deadline for Workshop Organiser to decide if workshop will proceed
15 September 2020	Deadline for participants to register for workshops

Workshop Organisation

General Information

FUNDING	IAFS 2020 will be unable to provide funding for workshops. However, any revenue collected from participant fees will be forwarded to the Workshop Organiser (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 IAFS 2020 website. Any participants wishing to register for workshops can do so during the standard meeting 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 Meeting registration fees by Arinex, our Professional Conference Organiser.
SURPLUS DISTRIBUTION	Any surplus from the workshops will be distributed to the Workshop Organiser (or nominee) at the conclusion of the Meeting. The Workshop Organiser is responsible for nominating an organisation or individual to receive the workshop profits.
VENUES	As the Workshop Organiser, you can decide on the most suitable venue for your workshop. However, as the host of the IAFS 2020 Meeting, the Centre for Forensic Science at the University of Technology Sydney (UTS) is a suggested venue. We can organise a suitable room for your workshop at UTS ranging from computer rooms, seminar rooms, lecture theatres or laboratories.
DEADLINES & CANCELLATION	All workshop proposals must be received and approved by the IAFS 2020 Organising Committee. A decision on whether the workshop will proceed must be made by 22 June 2020. This will enable both workshop organisers 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 Organiser. As the Workshop Organiser, you must bear the risk of the workshop not proceeding.
AUTHORITY TO APPROVE	The IAFS 2020 Organising Committee reserves the right to not proceed with a workshop proposal. Workshop organisers must also obtain internal approval from their organisation/s.

Workshop Organisation

Venue Selection

Workshops may be held in any suitable location around Sydney; however, venues closer to the Meeting venue (International Convention Centre Sydney) would offer easier participant access. Prices for UTS venues are summarised below, but alternative options can be explored if required.

UTS VENUES

UTS is an easy 10-15-minute walk from the International Convention Centre Sydney (see map on Page 7). If you wish to hold your workshop at UTS, numerous rooms can be organised to accommodate your requirements. The booking costs are summarised below.

	Description	Cost
Collaborative Classrooms	Flat classroom rooms with movable tables. All classrooms will have one control centre containing full AV facilities (Projector, PC, DVD player) as well as Laptop connectivity (HDMI, VGA). This venue is ideal for small groups of up to 30 people or workshops designed to encourage discussion among attendees.	Complimentary
Lecture Theatres	Tiered classroom style rooms All venues have lecterns containing full AV facilities (projector, PC, DVD player etc). This venue is ideal for workshops where the focus is on presentation of information to a large audience (Capacity of 100 people per theatre).	Complimentary
Laboratory Spaces	The Centre for Forensic Science at UTS can offer a variety of laboratory spaces for demonstration of equipment.	Complimentary*

*Note: if there is specific laboratory setup requirements there may be a fee to cover the setup costs.

Workshop Organisation

Catering

CATERING

If UTS is selected as your venue, catering can be arranged by the UTS catering providers. The food and beverage packages are summarised below. Please note these prices are estimates based on current pricing, final costings will be provided once workshops are confirmed.

	Description	Cost*
Morning Tea	Freshly brewed coffee and a selection of teas served with a selection of pastries/scrolls/muffins	A\$12.50 per delegate
Lunch	Variety of sandwiches served on sourdough bread, wraps and Turkish bread served with fresh seasonal fruit platter, chilled water & orange juice	A\$20.00 per delegate
Afternoon Tea	Freshly brewed coffee and a selection of teas served with a selection of pastries/scrolls/muffins	A\$12.50 per delegate

The total catering cost will depend on the length of the proposed workshop:

Half Day: \$12.50 (morning tea only), \$33.00 (morning tea & lunch)

Full day: \$40.00 (morning and afternoon teas, lunch all day coffee and tea)

Workshop Organisation

Other Fees

PRINTING

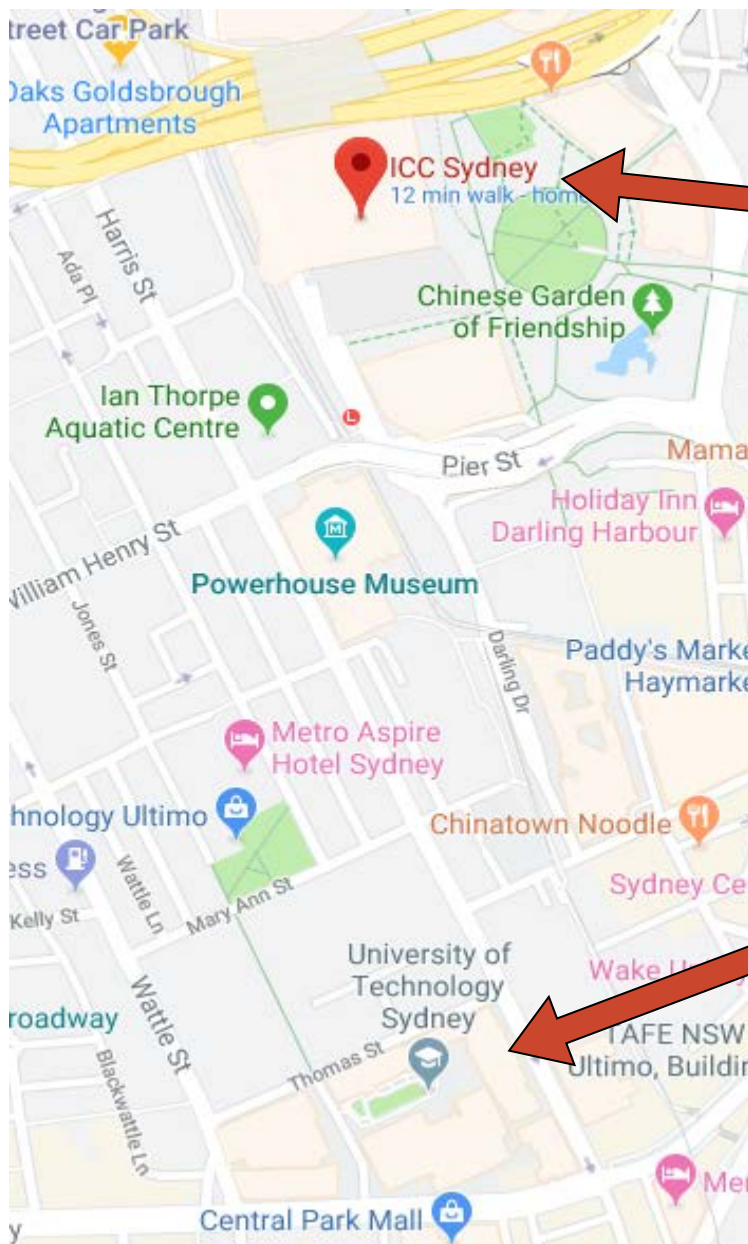
The printing of course material can be arranged through UTS Printing Services for workshop organisers. This may be particularly helpful for international workshop organisers. Printing costs are based on the number of copies, paper type and binding type. Example printing requests and costs are provided below

	Description	Cost
Printing Request Example 1	30 Copies of a 50 page booklet. Double sided B/W (80 GSM). Two Staple Finish	A\$64
Printing Request Example 2	30 Copies of a 50 page double sided colour (80 GSM). Two-staple binding	A\$235
Printing Request Example 3	20 Copies of a 100 page double sided booklet. Double sided B/W (80GSM). Comb binding	A\$145
Printing Request Example 4	20 Copies of a 100 page double sided booklet. Double sided Colour (80GSM). Comb binding	A\$355
Other printing services on request		

MANAGEMENT FEE

The cost associated with the management of the workshop (website promotion, participant registration, fee collection, securing UTS rooms) is based on a per person fee of \$30.00 pp to ensure that organisers can account for this fee in their workshop costing. Please note the minimum charge is based on 10 pax

Workshop Organisation Sydney Map



International Convention Centre Sydney

Centre for Forensic Science, UTS

Workshop Organisation

Guidelines for Workshop Organisers

General Terms:

the “Organising Committee”: IAFS 2020 Organising Committee

the “Organiser”: Workshop Organiser

the “Coordinator”: IAFS 2020 Workshop Coordinator

“Arinex”: Professional Conference Organiser

the “Meeting”: IAFS 2020 Meeting

the “Website”: www.iafs2020.com.au

General Information

1. The Organiser must submit details of the proposed workshop to the Coordinator by 31 January 2020.
2. The Organising Committee reserves the right to not approve a workshop proposal.
3. The Coordinator will notify the Organiser of the decision made by the Organising Committee no later than 16 March 2020.
4. The Organising Committee will not provide any funding to the Organiser of the workshop.
5. The Organiser may select the venue for the workshop, subject to approval by the Organising Committee.
6. Workshop details will be placed on the Meeting website by 30 March 2020.
7. The Organiser will receive regular email updates on the number of workshop participants registered for their workshop/s. These updates will be provided on specific dates which will be advised at the time their workshop is approved by the Organising Committee.

Workshop Organisation

Guidelines for Workshop Organisers

Workshop Organisation Fees

8. Arinex will coordinate the website promotion, workshop registration and fee collection processes. A management fee of AUD\$30.00 per registered workshop attendee will apply for this service. An initial non-refundable setup fee of \$300.00 applies for all workshops. This fee will then come off the total fee applicable
9. If the workshop organiser elects to have the Coordinator arrange the venue, catering or printing of material for the workshop, fees outlined in the Workshop Information Guide or communicated in writing by the Coordinator will apply in addition to the fees mentioned in point 8 above, depending on the venue, catering or printing requirements.

Workshop Cancellations

10. A final decision on whether a workshop will proceed must be made by the Organiser and communicated to the Coordinator in writing by 22 June 2020.
11. If the workshop is cancelled by the Organiser prior to 22 June 2020 for any reason, including lack of participants the management fee will not apply excluding the non-refundable setup fee of \$300.00.

Profit Distribution

12. The surplus from the workshop will be distributed to the account nominated by the Organiser within eight (8) weeks of the conclusion of the Meeting. Note GST is applicable to all workshops

Workshop Organisation

Guidelines for Workshop Organisers

Participants Information

13. All workshop participants who register for the workshop through the Meeting website must be registered delegates of the Meeting.
14. In the event that a participant who has registered through the Meeting website is unable to attend a workshop, they may nominate another person to attend in their place, provided that the Coordinator is informed of the identity of any such attendee no less than one week prior to the relevant workshop date and that the workshop organiser approves the replacement person. The nominated replacement must also be a registered delegate of the Meeting.
15. In the event of a participant cancellation, the following fees will apply:

Before 12 August 2020	50% refund of workshop fee
After 13 August 2020	No refund

All refunds will be distributed within eight (8) weeks of the conclusion of the Meeting.

16. In the event a workshop does not proceed due to a lack of numbers, a full refund of the workshop fees (excluding the set-up fees) will be forwarded to the participants within eight (8) weeks of the conclusion of the Meeting.
17. Registration fees do not include insurance of any kind. It is strongly recommended that at the time of registration and travel booking an insurance policy of your choice is arranged. The policy should include loss of fees/deposit through cancellation of your participation in the Meeting or workshop, or through cancellation of the Meeting, loss of international/domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes within Australia, failure to utilise tours or pre-booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses (including sickness and accident cover), loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The Organising Committee cannot take any responsibility for any participant failing to arrange their own insurance. Insurance should be purchased in your country of origin.
18. The Organising Committee cannot guarantee and does not promise any specific results from attendance at any workshop.