

MINERALOGICAL ASSOCIATION OF CANADA Short Course Policy and Guidelines

Introduction

MAC short courses are timeless but timely presentations that provide review, instruction, and opportunity for advancement of understanding in a specific field. The short course series began in 1976, with the aim of augmenting the scientific program of the annual GAC-MAC meeting with a series of lectures giving the audience a sound review of the subject matter and concentrating on new developments in the field. The aim of the course is no different today. It should be instructive, providing a means whereby a newcomer to the field can quickly come up to speed on the topic. As such, some part of the course should be devoted to a historical review of the topic, techniques used, and applications. Where feasible, hands-on activities or demonstrations should also be included. An MAC short course *should not be* a short research symposium. If this format is desired, it is better to include it as a Special Session (open to contributors) or a Symposium (mainly by invitation) in the conference as a whole. A short course may be complemented by a special session where contributors can present the findings of their recent research.

Although MAC short courses are normally given at the annual meeting, they may be sponsored at other times of the year at a different venue, and MAC will entertain proposals to underwrite a repeat presentation of the course. Participants of short courses and workshops, held as part of the annual meeting are not required to register for the meeting, in which case a non-refundable handling fee will be charged in addition to the course fee to cover administrative costs.

The MAC short course is designed to publish a topical volume based on presentations given at the course, aimed at the graduate level, and targeting both students and professionals upgrading their skills or seeking an overview of the current state of developments and knowledge in the subject.

Proposals are accepted by the MAC short course coordinator, for approval by Council at least 15 months before the course is to be offered. Courses are normally budgeted to break even based on the anticipated registration numbers (commonly 30-40 participants).

Who's Who? Roles and responsibilities to make an MAC Short Course happen

1. Short Course Organizer(s)

The short course organizer(s) is the central person responsible for the development of the scientific program, the identification of the speakers, and the review and editing of the short course volume. As such s/he:

- develops and implements a two to three-day short course on a topic or theme in the geosciences that is current and attractive to a national and international audience.
- develops a budget, for Council approval, for all anticipated costs, in order to set a registration fee for a reasonable projection of attendees (see sample budget).
- is responsible for the scientific merit of the contributions, and will seek collaboration with experts in the particular field to write the contributing articles and to lecture at the short course.
- is first to receive manuscripts, arranges for their review, and works with the submitters to produce a first draft for delivery to the short course coordinator. The organizer will adhere to the short course series editor's deadlines for submission of these reviewed manuscripts, and is responsible for ensuring their completion on time.

In collaboration with the Executive Coordinator:

- prepares advertisements for the Short Course

In collaboration with the Local Organizing Committee Short Course Chair:

- ensures information packages are available for participants (travel recommendations, maps, accommodation options, schedule)
- reserves accommodation for speakers
- ensures refreshment breaks and lunches are organized
- ensures rooms are booked with appropriate audiovisual equipment
- ensures that speakers will *really come*
- organizes any events associated with the short course (*e.g.*, lab visits, computer labs, dinners)

Cover design suggestions will recognize the organizers' institution(s) if desired, and will be finalized with the SC series editor for executive coordinator approval. Organizers are encouraged to look at previous volumes, and discuss the current format with the coordinator.

Organizers should ensure authors are aware that they must obtain copyright permission for any reproduced articles or figures.

The short course organizer may request an advance from the treasurer, against anticipated expenses. An account shall be kept of all transactions. Should significant advance finances be anticipated, it is advisable to open a separate bank account to handle transactions associated with the course. At the end of the course, a statement of expenses and the closing balance of the bank account are forwarded to the treasurer as a record of expenditures.

2. Short Course Coordinator

The short course coordinator is appointed for a term by the MAC Council and is a non-voting member of Council. Responsibilities are:

- seeks input from Council on matters of direction, theme and subject material for short courses in advance of upcoming meetings.
- solicits proposals from short course organizers, presents proposals to Council (May GAC MAC Annual meeting – for approval in principle for courses 2-3 years forward, and final approval 1 year before).
- acts as liaison between short course organizers, MAC Council, executive coordinator and Local Organizing Committee short course chair, as needed.

3. Series Editor

The short course series editor is appointed for a term by the MAC Council and is a voting member of the MAC publications committee. Responsibilities are:

- provides editorial guidelines to the organizer and authors.
- receives manuscripts of contributors from the short course organizer, edits, composes page layout, and produces "proof"-ready copy.
- liaises with executive coordinator to receive cover design suggestions from the short course organizer, and prepares a mock-up cover design for approval by short course organizer.
- in concert with the organizer and executive coordinator, determines the suggested selling price of the volume, for Council or executive approval. (Due to uncertainty in printing and paper costs, this price often may not be set until the volume is received, often very close to the course presentation.)

- delivers text and diagrams to printer and acts as liaison with the business office to direct the printed volume to the business office for distribution, and to the short course site for registrants and presenters.
- advises Council on matters of editorial style, design, format, binding and production of the volume.

4. Executive Coordinator

This position is a behind-the-scenes role. Aspects relevant to the production of a short course and volume include:

- forwards proposed SC outlines and budget to Council.
- liaises with SC series editor to ensure timeliness of production and enforcement of timelines.
- contracts with a printer (annually or on a three year contract) for the printing and binding of the volume in time for the course.
- ensures cover graphics are finalised and book printed and delivered.
- calls for annual report of SC series coordinator for May Council meeting.

5. Local Organizing Committee Short Course Chair

The Local Organizing Committee short course chair is the principal contact between the short course organizer, short course coordinator and the on-site facility. S/He shall:

- act as a liaison between the coordinator and/or organizer and the on-site LOC, facilitating the delivery of the courses.
- ensure that the course description and fees set by MAC are in the registration package, and a mechanism is in place to collect the short course fee plus any applicable taxes.
- ensure that an appropriate room is located for the course, and that rental costs for room, projection equipment are communicated to the short course organizer and short course coordinator
- provide booking details, menus or catalogs for any catering needs and make the required reservation arrangements (both for in-class refreshments and any out-of-class meals that are included in the short course fee).
- forward or invoice as appropriate any direct costs incurred by the Local Organizing Committee that are associated with the course to the short course organizer, or to the MAC Treasurer.
- The LOC short course chair should ensure that registration materials and on-site requirements are ready in advance, especially for university-based meetings that hold the short course over a weekend. Often in May campus facilities are limited. This includes name tags and site plans. It is appreciated if registration packages can be delivered by the LOC short course chair directly to the short course participants at the earliest opportunity.

6. MAC Business Office

The Business Office:

- receives books from the printer, but on-site required volumes are normally sent directly from the printer to short course organizers or short course site.
- handles all sales of the short course volumes, at the meeting (through the MAC sales booth) and after the meeting through distribution of promotional material and price lists with annual notices and newsletters, receipt of orders by telephone, FAX, internet or email.

7. MAC Council

Elected by the membership of the Mineral Association of Canada, the MAC Council meets annually, and approves all business of the Association. This body will receive all proposals for short courses. Normally approval in principle for a short course topic is given 18 months-2 years in advance, at which point the short course organizer is appointed. At the (May GAC-MAC) Council meeting a year in advance of the course the Council shall consider the short course budget.

The treasurer will arrange for advances to the short course organizer if needed, as dictated by the budget, to cover his/her costs during the development of the course and the volume. Advances should be requested in writing.

Procedure and Timelines

Proposals for a short course may be generated by individuals and submitted for consideration, or may be solicited by the MAC Council or short course coordinator. A summary proposal for consideration by Council should be delivered to the Council two years before the proposed date. The selection will be approved in principle at this point. In the ensuing year, in collaboration with the short course coordinator, a detailed budget will be prepared and by one year before the course delivery, a course outline, with identified participants, chapter topics and a final budget shall be presented to Council for approval.

Short Course Volume

The short course volume remains as a legacy of the course for many years. It must therefore be written and produced with both its immediate use at the short course and its shelf-life in mind. The number of volumes to be printed is determined in advance by agreement among the short course coordinator, the short course organizer and the MAC executive coordinator, taking into account recommendations from the publications committee and MAC executive as available.

Over the final year, the organizer and editor will work closely together to develop a publication that meets the editorial guidelines and format of the series, and that printing deadlines are respected in order to ensure a product in time for the course. The short course volume is printed in time for delivery to the meeting site, for use by the course participants and for sale at the MAC booth on site. Authors will be asked to transfer the rights of their article(s) to MAC.

The deadlines for work-flow for the production of the volume (for a mid-May meeting) are:

1 November	All manuscripts received by SC organizer
15 November	Last manuscript out for review
15 February	Last reviewed and corrected manuscripts returned to SC organizer
30 March	Last MS delivered electronically to SC editor
7 April	All MSs posted in pdf format for final proof checks
15 April	Delivery of volume to printer

In case of two short courses at the same meeting, a second set of deadlines will be needed, advanced by at least six weeks.

If the course is designed for a delivery at a time other than the annual meeting, the organizer and editor will set the appropriate deadlines for manuscript submission.

Copyright Ownership

Authors submitting an article (or articles) to a MAC Short Course for publication are considered to be the owner and originator of all material contained in the article(s). Extensive quotation or use of previously published artwork requires proof of reprint permission from its owner.

Upon acceptance for publication, all copyright ownership transfers to MAC.

Subsidies and Registration policy

- Unless otherwise mandated by the conference organizers, participants in a short course held in association with the annual GAC-MAC meeting are not normally required to register for the main meeting. In this case, a non-refundable handling fee will be charged in addition to the course fee to cover administrative costs. However, it is good practice to arrange for a special session at the main meeting where research results of wider interest can be delivered.
- If acceptable by the Local Organizing Committee of joint conferences, or by the meeting organizers, MAC members will be offered a discounted registration fee.
- The organizer and some or all lecturers may be subsidized within the short course budget, as determined in the approved budget.
- Registration policy for speakers in the short course should be set as part of the budget. Some courses involve only 4 or fewer speakers, each of whom may make multiple presentations. In this case, speakers generally are subsidized. Other courses have up to 20 or more speakers – for such courses it would be expected that speakers contribute all or part of the registration fee.
- To bring overseas or long-distance contributors in, a travel subsidy is allowable within the budget. This subsidy should not exceed an economy-class airfare, a hotel and per diem allowance at the government rate.
- Honoraria are discouraged. Organizers shall consider inclusion of a meeting banquet ticket prepaid for the contributors, rather than separate social events or dinners.
- Students can be encouraged to participate by setting a lower cost short course registration fee for them.
- Usually policy for cancellation (by attendees) is set by the Local Organizing Committee of the parent conference. In the event the course is run separately from a conference, and handled directly by MAC, refund (minus a 5% handling fee) will be provided in notification is given one calendar month before the start of the conference. No refund is available after one calendar month before the start of the conference.

Budget

For MAC short courses held at a joint annual meeting of the GAC and MAC, these courses are an important part of the meeting; however, the financial obligations incurred by their presentation are the responsibility of the MAC. The budget will set the registration fee for the course, based on a reasonable best estimate of attendance, and known or estimated costs for production of the short course (site costs). MAC pays all direct costs for editing and printing of the accompanying volume, and the purchase of volumes (provided at cost) should be included as an expenditure item in the budget.