

TERMS OF REFERENCE FOR ORGANIZING ISCB COURSES
IN ISCB 'TARGET' COUNTRIES

0. It is assumed that contact has been established between a possible local organizer (LO) and a member of the Educational Subcommittee of ISCB (ES).
1. The LO prepares a plan of 1-2 pages giving the likely location, the likely number assumed attending and topic and speaker. The plan should also contain information on the expected costs of the course for the LO (without costs for speaker) and whether a course fee (and at which amount) will be considered. There may also be alternatives suggested by the LO which are to be chosen by the ES (all members agreeing). The ES may also suggest corrections (all members agreeing) to this draft by the LO. The officers should be kept informed of such negotiations through the president.
2. The full ExCom is informed by the ES about the draft by the LO and can comment. The officers give final approval through the president. Not more than 2 courses of this type will be approved per year.
3. Payment by ISCB for speaker: 2 nights accommodation for 1 day course and 3 nights accommodation for 2 days course; local ***hotel basis (prices differ much between countries). The LO selects a suitable hotel and makes reservations. Air fares: lowest possible non weekend fares. If speaker wishes to stay the Saturday/Sunday night extra hotel nights can be covered if the final sum of travel and accommodation costs is not increased. The same applies also to any other means of transport. The speaker is also entitled to a honorarium of GBP 50/hour of course. If the above principles are violated in a course the Society will not pay for the excess expenses. In case of uncertainty (special circumstances) the LO should seek direct financial approval from the treasurer as early as possible.
4. If items 1-3 are successfully completed the LO and the speaker can decide on any further details. To ensure high quality of the courses printed notes (transparencies) should be sent to the LO for duplication for the course. Exercises should be encouraged. Reading lists could be given to those who register early.
5. If one month before course is to begin the number preregistered is below 12 the course should be cancelled. At least it will not be supported by ISCB. Only charges already incurred (e.g. low cost airfares) will be paid by ISCB in this case.
6. Announcements should indicate that ISCB is supporting the course and mention that the number of course participants is limited and so early booking is recommended. It should also be mentioned that course will be cancelled (with 1 month notice) in case of insufficient prebooking. This local and regional announcement should be checked and approved by a member of the ES who further sends it to the News editor of ISCB for publishing in the Newsletter and in the ISCB Homepage.
7. The courses are non-profit. Either the costs for advertising, course room etc. are covered by the LO or the fee is such that it covers only such expenses. If there is a surplus by the LO it would have to be given to ISCB for reducing ISCBs expenses for the speaker.
8. There will be advertisement material on ISCB available at the course registration.
9. At the end of the course all participants are requested to fill out an anonymous standard questionnaire (which will be designed by ES) on their satisfaction with the course. After the course the LO gives a final short report to ES and encloses completed questionnaires. Names and addresses of participants are also sent for future mailing by ISCB. The reimbursement for the speaker is then done by the treasurer, based on the bills for travel and accommodation.