

**721 st Biennial Conference on Chemical Education
University of North Texas, Denton, Texas
1-5 August 2010**

2010: A New Decade for Opportunity

Workshop Proposals

We are accepting proposals for workshops from March 2, 2009 through December 11, 2009. The 21st BCCE program committee is dedicated to serving the needs of the participants of the conference. We will offer workshops at the lowest possible cost to the participants. Workshops are an important part of the Biennial Conferences on Chemical Education, but the workshops do drain the resources and time of the BCCE committee. Accordingly, we have implemented a set of rules and guidelines for doing BCCE workshops. **Please read these rules and guidelines.**

The following information is requested for a workshop proposal:

- Title of the workshop:
- Workshop Leader: Name, Institutional affiliation, full address, phone number, e-mail address, FAX
- Co-workshop Leader(s): Name, Institutional affiliation, full address, phone number, e-mail address, FAX
- If you have three or more organizers, please e-mail the name, institutional affiliation, full address, phone number, e-mail address, FAX of your other organizers to workshops@cccce.edu.
- A one paragraph (maximum 175 words) description of the purpose and activities of the workshop:
- Estimated cost of the workshop per participant: \$10, \$15, \$20, \$25, \$30, \$35, \$40, or \$45. We ask that the workshop fees be in units of \$5.00. The minimum fee for workshop will be set at \$10. This fee will cover administrative costs to run the workshop program. Past BCCE Workshop Chairs have also determined that the fee cuts down on no shows to the workshops. Workshop expenses should be added to the \$10 minimum fee.
- A detailed budget of expenses (itemize): (Workshop leaders may **not** include BCCE registration fees, lodging, meals, or travel to the BCCE in their budget request)
- Commercial or non-commercial
- Audience: College, Pre-College, General Audience, or any combination. Max # of participants:
- Time frame for the workshop: (a) half-day (9:00 a.m. - 12:00 p.m.) or (2:00 p.m. - 5:00 p.m.); (b) full day (9:00 a.m. - 5:00 p.m., with a 1.5 hour break for lunch).
- Do you want to present the workshop more than once? Explain.

- What day would you like to give your workshop? (Sunday, Monday, Tuesday, or Wednesday). The workshop chair will assign a day for your workshop based upon room & equipment requirements.
- Potential restrictions/requests (if any): type of room, limit on # of participants, lecture demonstration facilities, instrumentation, multimedia needs, safety goggles required, loading software on computers, etc. -- requests for all equipment, supplies and AV equipment must be made no later than **June 25, 2010**. After this date, the organizers cannot guarantee that your needs will be met.
- Potential problems (if any). Explain.
- Are chemicals, materials, or equipment involved in your workshop? If so, we need a complete list of the chemicals, materials, or equipment involved. You must also read, sign and submit a copy of the Chemical Use Guidelines for BCCEs with your proposal.
- Will you generate a gas, smoke, etc. in your workshop? Does your activity require special ventilation needs? You need to read and follow the 21st BCCE Rules & Guidelines for Transporting, Preparation, Working with, and Disposal of Chemicals.

Overview of the Organization and Structure of the Workshops at the 21st BCCE

When submitted online, your proposal will be automatically forwarded to the Workshop Chair. The Workshop Chair will review your proposal and make a decision whether to accept, reject, or amend it. If your proposal is accepted, you are expected to deliver the workshop and register as a participant at the 21st BCCE. Workshop leaders will sign and submit a workshop contract by **May 15, 2010**. We will have fees that can be charged to workshop participants in units of \$5.00: \$10, \$15, \$20, \$25, \$30, \$35, \$40 or \$45. Our workshop offerings will start on Sunday morning August 1st at 9:00 a.m. and go until Wednesday evening August 4, 2010 (2:00 p.m. - 5:00 p.m.). Workshop leaders who have a Sunday or Monday workshop are strongly encouraged to arrive on campus Friday, July 30, 2010 and begin to prepare their workshop. Most workshops will use the laboratory rooms in the Chemistry Building and classrooms in Wooten Hall, Student Union, Physics Building, and Gateway.

Rules and Guidelines for Leading a Workshop at the 21st BCCE

1. All workshop leaders and co-leaders must pay the 21st BCCE registration fee.
2. All workshop participants must pay the 21st BCCE registration fee.
3. In order for a workshop leader to be reimbursed for the expenses associated with delivering the workshop, the workshop leader must submit receipts for materials, etc. to the 21st BCCE committee by **NOON, 5 August 2010**. Workshop leaders may **not** charge the 21st BCCE or their workshop participants expenses associated with the leader's travel, lodging, food or the BCCE registration fee. Workshop leaders will not be reimbursed by the 21st BCCE for any of these or other personal expenses.

4. Workshop leaders are responsible for arranging for all of the materials (hand-outs, activities, etc.) necessary for the workshop to arrive in the Department of Chemistry at the University of North Texas by July 16, 2010 - two weeks prior to the start of the BCCE. Workshop materials need to be sent to the following address: University of North Texas, Dr. Diana Mason, Department of Chemistry, 1155 Union Circle #305070, Denton, TX 76203 5017. We recommend that you send material using Registered U.S. mail, FedEx, or UPS so you can track the package yourself.

5. Workshop leaders are responsible for arranging for all materials (handouts, activities, etc.) leftover from the workshop to be shipped back to their institution, home, company, etc. Please have pre-paid US Mail, UPS, FEDEX, etc. mailing labels prepared prior to coming to the 21st BCCE. Materials left at the University of North Texas will be discarded.

6. Workshop leaders are responsible for the preparation of all materials (hand-outs, activities, etc.) necessary for the workshop. The 21st BCCE will provide a preparation area. The workshop preparation area will be available on Saturday, July 31, 2010 from 8:00 a.m. - 4:00 p.m. We will post hours of operations of this room for other days of the 21st BCCE. If you need to make copies of handouts there is a 24-hour FedEx-Kinko's at 2430 South Interstate 35 East, Denton, TX 76205-4986 near campus. Workshop leaders are responsible for leaving the room they used in good, clean condition at the end of their workshop.

7. If a workshop involves chemicals, workshop leaders are responsible for the preparation and proper disposal of all chemicals necessary for the workshop. The 21st BCCE will provide a chemical preparation area for you to prepare your chemicals. We will provide student help and we will provide consultation with our chemical demonstrator. The workshop chemical preparation area will be available on Saturday, July 31, 2010 from 8:00 a.m.- 4:00 p.m. We will post hours of operations of this room for other days of the 21st BCCE. There will be a mandatory chemical safety meeting for all leaders on Saturday, July 31, 2010. Common laboratory glassware, equipment, & preparation materials will be available for your use. For example, balances, common general chemistry glassware, deionized water, paper towels, 6 M HCl, 6 M NaOH, acetone, ethanol, etc. If you provide us with a list of materials and equipment needed well in advance of the workshops, we will TRY to accommodate your request. Workshop leaders will follow the same rules and guidelines for working with chemicals as the chemical demonstrators. If a workshop leader needs an expensive or unusual chemical AND, if UNT stockroom has it available, the chemical may be purchased from the UNT stockroom. The item will be charged to the BCCE and will be deducted from your reimbursement request. The Chemistry stockroom will possibly be open on Saturday afternoon during the BCCE workshop preparation. Workshop leaders working with chemicals will attend a mandatory Chemical Safety and Chemical Disposal meeting Saturday evening.

8. If a workshop involves loading a computer program and or downloading plug-ins, the software and a copy of the license must be sent to the Department of Chemistry at UNT

by May 1, 2010. Send your software to: University of North Texas, David Hrovat, Department of Chemistry, 1155 Union Circle #305070, Denton, TX 76203 5017. Please do not have us violate any copyright laws if you need to run individual programs on our computers. Either have a site license or legal copies for all programs.

Workshop leaders who are using computers, software, and multi-sync projectors should plan to arrive on campus by Saturday morning, July 31st, in order to test and trouble shoot their software, computers, and multi-sync projectors.

9. Workshop leaders may wish to purchase supplies or materials from Radio Shack, Wal-Mart, Hobby Lobby, Sears, Albertson's, etc. The workshop leader is responsible for paying for the needed supplies.

10. You will be informed of the day and time of your workshop by **April 21, 2010**. You will be informed of the number of registered participants for your workshop sometime shortly after **June 15, 2010**, when advance registration for the conference closes.

11. The 21st BCCE committee will provide some student helpers to assist the workshop leaders with reasonable tasks associated with unloading equipment & materials, setting-up & taking down workshops, loading equipment and materials if a request is made to have student helpers. Carts will be provided.

12. Every effort will be made to schedule workshops in rooms with complete AV suites - including multi-sync projectors. However, not all rooms available to the conference will have AV facilities. Therefore, we have had to make the decision to use some of our limited funds to rent multi-sync projectors, and the audio-visual service that supports them, for the simultaneous symposia sessions that occur from Sunday - Thursday of the conference. Unfortunately, this means we do not have the additional resources to provide multimedia support for workshops that will be held in our teaching laboratory rooms or small classrooms. If your workshop is scheduled in a lecture hall or classroom with a computer, DVD player, multi-sync projector, and internet connection, you will be informed that you can use these resources. **Otherwise, the workshop organizers are responsible for a) bringing their own multi-sync projector and computer or borrowing this equipment from a colleague who will be attending the conference or b) paying the rental fee for the use of a multi-sync projector (\$100 per day, includes service). You may build in the charge of the multi-sync projector to your workshop registration fee.**

WORKSHOP PROPOSAL SUBMISSIONS

By clicking and submitting a workshop proposal, the organizers of the 21st BCCE assume that you have read and agree to the duties of a workshop organizer:

[WORKSHOP PROPOSAL SUBMISSION SITE](#)

The 21st BCCE is
sponsored by the Division of Chemical
Education of the American Chemical Society



Questions? Contact workshops@bcce2010.org