

## Subject Matter Committee - Virtual Workshops

(March 2022)

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Created in August 2021 by the President, Lone Buchwaldt, and approved by the Board of Directors.

Members: Wen Chen (Chair), Guillaume Bilodeau (Co-Chair), Chair of CPS Local Arrangement Committee (Jose Torres, 2022), and President-elect (Sheau-Fang Hwang, 2021-2022).

### Terms of reference

- **Approval:** The CPS Board will facilitate 2-6 hours virtual workshops through out the year. Workshop organizer(s) should submit an 1-2 page description of the proposed workshop for Board approval. The CPS Board will evaluate the merit and communicate their decision to the organizer.
- **Finances:** Speaker honorarium and other costs will be decided on a case-by-case basis, and the CPS Treasurer will oversee all financial transactions. The CPS website will be used for registration and payment of fees. The profit/loss should be minimal, but will be with the responsibility of the CPS.
- **Advertisement:** Virtual workshops will be open to both CPS members and non-members. The organizers should advertise using email via CPS Membership Secretary, CPS News, CPS website, CPS Facebook, CPS Twitter, and other appropriate venues.
- **Report:** The organizer should submit a 1-2 page report summarizing the workshop highlights to the Secretary of the Board no later than 4 weeks after the workshop date.
- **Publication:** If workshops have abstracts and review-papers these should be published in the CJPP.
- **Members:** Chair of the Local Arrangement Committee for CPS annual meeting and the President Elect.