

We're from the government
and we're here to help

Jim Cohoon

Tag Workshop Organizer Meeting
February 4, 2012
Washington, DC



Money in, money out

- Funding
 - \$37,000 from NSF
 - Bill UVA
 - Recipients must register with UVA
 - No overhead
 - Matching ???





Budgeting

- Participants
- Travel
- Facility
- Housing
- Meals
- Catering
- Speakers





Budgeting

- Participants
- Travel
- Facility
- Housing
- Meals
- Catering
- Speakers

- Stipend





Budgeting

- Participants
- Travel
- Facility
- Housing
- Meals
- Catering
- Speakers

- Transportation - part of stipend
- Parking ~ \$500
 - Special needs





Budgeting

- Participants
- Travel
- Facility
- Housing
- Meals
- Catering
- Speakers

- No cost
 - University meeting rooms / classrooms





Budgeting

- Participants
- Travel \$200 per person
- Facility Use departmental and university conference services
- **Housing**
- **Meals** \$500 fee for university conference services
- **Catering**
- **Speakers**



Budgeting

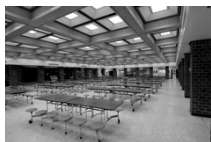
- Participants • Our major cost ~ \$100 - three nights in air-conditioned dorms, one person per room (shared bathroom)
- Travel
- Facility
- **Housing** • Locals didn't use housing
- Meals
- **Catering**
- **Speakers**





Budgeting

- Participants
- Travel • On campus meals ~ \$35
- Facility • Three breakfasts
- Housing • Three dinners
- **Meals**
- **Catering**
- **Speakers**





Budgeting

- Participants
 - Travel
 - Facility
 - Housing
 - Meals
 - Catering
 - Speakers
- On site
 - Beverages
 - Breaks
 - Lunch





Budgeting

- Participants
 - Travel
 - Facility
 - Housing
 - Meals
 - Catering
 - Speakers
- Internal - no cost
 - External - stipend (considered to be a participant)





Resources

- Web pages
- Scripts
- Forms
- NCWIT
- People
 - Jim Cohoon - logistics and content
 - Joanne Cohoon - content and funding
 - Rachna Maheshwari - evaluation results
 - Luther Tychonievich - Scripts and Jack-of-all trades





Psst

- Contact conference services Monday
 - Need to know that the dates works for them
- Get departmental admin to be assigned to help
 - All email is copied to admin
- Canvas internal faculty and administration for participation
- Build contact lists
- Establish acceptance criteria
- Set up web site
 - Incredibly cheap to register a website and have it forwarded to university site
 - Be prepared for contact once site is up



Going forward

- Expectation of subsequent offerings
 - Eligible to reapply for workshop funding
- Individually and collectively seek additional funding
 - Participants
 - Workshop