



Continuing Education Workshop Program

CSAAC WORKSHOP PROGRAM PACKAGE FOR REGIONAL DIRECTORS

This CSAAC Continuing Education Workshop Program Package has been designed to increase the ease of preparing for a workshop, create continuity between regions, and increase communication to and education of CSAAC members. This package includes:

- CSAAC CONTINUING EDUCATION WORKSHOP PROTOCOL
- CSAAC CONTINING EDUCATION WORKSHOP AGENDA
(Workshop Program Form 1)
- CSAAC CONTINUING EDUCATION WORKSHOP ATTENDEE LIST
(Workshop Program Form 2)
- CSAAC CONTINUING EDUCATION POST WORKSHOP SURVEY
(Workshop Program Form 3)
- CSAAC CONTINUING EDUCATION WORKSHOP REPORT
(Workshop Program Form 4)

When planning your Workshop Agenda you should include:

- UPCOMING CSAAC EVENTS
- OPEN FLOOR FOR MEMBER ISSUES TO BE VOICED
- OPEN FLOOR FOR IDEAS AND SUGGESTIONS
- REMIND MEMBERS OF CSAAC WEBSITE
- “BREAKING DORMANCY” NEWS FLASH FEEDBACK
- ASK FOR ARTICLES (AND EXPLAIN WHAT IS EXPECTED) FOR GERMINATION MAGAZINE, BREAKING DORMANCY, DID YOU KNOW.
- CSAAC, CSI, CFIA UPDATES.

CSAAC Continuing Education Workshop Protocol

Persons Responsible:

Regional Directors, Host Site Laboratory, 2nd Vice President, Executive Director.

Rationale for hosting a CSAAC Workshop

As part of the CSAAC Membership requirements, Senior and Associate Members are required to attend a workshop held in conjunction with the CSAAC Annual Meeting or attend a CSAAC Regional Workshop or Seed School every three years directly related to seed testing that comprise a “hands –on” type program. Failure to meet this requirement will mean the member will become Inactive and lose the rights and privileges of active membership.

As part of the requirements of the CSI Lab Standard, the Lab’s accredited staff is required to participate in an continuing education program offered by a CSI recognized organization.

The CSAAC uses the profits from their regional and annual meeting workshops to augment their annual operating budget.

Duties of Regional Director or Workshop Co-coordinator

Each year the Regional Directors will, based on the needs of the membership, plan at least one workshop in their region. The Annual Meeting or Convention workshop will be considered the regional workshop for the area it is held in. (e.g. The workshop with the 2000 Annual Meeting will be held in Saskatoon will be considered the Central Regional Workshop).

By December 15th of each year, Regional Directors will submit the CSAAC office, a completed **CSAAC Continuing Education Workshop Agenda** (Form 1) for the coming year for approval of the Board of Directors. The Directors will ask for suggestion on workshop formats and locations from the members in their region in the Breaking Dormancy News Flash Fax. Based on the responses received, the Director will co-ordinate a workshop(s) at their facility, in the hotel where the meetings are held or approach Labs willing to host a Workshop. CFIA Lab Services can be approached to offered technical assistance for part of the workshop as they have offered their services and facilities in the past.

By January 30th of each year, the Regional Directors will have verbally invited the CSAAC, CSI or CFIA staff as required to assist with the presentation of the topics under the control of their organizations.

The Regional Directors will set the fee to attend the workshop based on the requirement of each workshop. A minimum fee of \$75 excluding lunch is set for any CSAAC Workshop. The capacity for participants will be determined and registration preference will be given to CSAAC members first.

Any remaining space available after a specific date, will be offered to other interested analysts or seed industry associates for fee to be 50% greater than that for CSAAC Members. (e.g. Fee set \$100 for members will be \$150 for non-members). Given the nature of the workshop topics, industry partners may be approached to sponsor a segment or activity.

By February 15th of each year, CSAAC Board of Directors will approve the agenda of each Workshop. Following approval the Workshop, the Regional Directors will assist the Executive Director in preparing the course outline to be described in the “Breaking Dormancy” News Flash and on the CSAAC Website.

Following approval of the workshop, the Regional Director or coordinator will:

- 1) signed the Workshop Certificate.
- 2) using the **CSAAC Continuing Education Workshop Attendee List (Form 2)**, take attendance in the a.m. and p.m. of the workshop. The participants will only be credited with the amount of participation.
- 3) chair the workshop and keep the agenda on time
- 4) thank guest speakers and arrange for thank you gifts as appropriate
- 5) arrange for coffee breaks and meals as required.
- 6) distribute and collect completed **CSAAC Continuing Education Post Workshop Survey (Form3)**
- 7) forward a completed **CSAAC Continuing Education Workshop Report (Form 4)**

Duties of the 2nd Vice President

It is the duties of the 2nd Vice President to co-ordinate the Workshop held at the time of the biannual Convention. All duties described under Regional Director or Co-coordinator will apply to the 2nd Vice President for the Convention Workshop.

Duties of a Host Laboratory

A Lab approached by a Regional Director to be the host site for a workshop shall confirm their time commitment to prepare and host the workshop and their ability to provide the required space and equipment needed prior to agreeing to host.

Laboratory Staff will not be required to pay the Workshop fee but will be required to pay for any meal or incidental costs from the workshop. The Laboratory staff will be credited with attending the workshop and will receive a Workshop Certificate.

The Lab should assist the co-coordinator in preparing a budget for the workshop based on the supplies or resources to be used during the workshop. The Laboratory will not be compensated for any lost of income or staff wages associated with being a Host site.

Duties of the Executive Director

The CSAAC Office will maintain an attendance registry and file of workshops held.

By February 15th of each year, all CSAAC Continuing Education Workshops complete agendas will be advertised in the CSAAC Breaking Dormancy News Flash, the CSAAC Website and other industry newsletter and periodicals.

The Executive Director shall be responsible for notifying the members who are required to attend a meeting or workshop to meet the membership requirements in the up coming year.

The CSAAC Office will handle the registration and bookkeeping duties for each workshop. Once the Board of Directors has approved the budget and workshop format, an advance may be issued to the co-coordinator to purchase needed supplies.

The Executive Director will report to the Lab and workshop co-coordinator the number of people registered to attend two weeks prior to the event.

The Executive Director will print the Workshop Certificates and make the necessary arrangement to have them present for presentation at the conclusion of the workshop. The Executive Director will sign the Workshop Certificate.

The Executive Director will update members continuing education attendance records based on their attendance at CSAAC functions and information provided by the members e.g. attendance at SCST, ISTA workshops.

Assist the Regional Director and Workshop Co-coordinators where necessary.

CSAAC CONTINUING EDUCATION WORKSHOP
AGENDA
(Workshop Program Form 1)

This form is designed for review by the CSAAC Board of Directors to obtain their approval of each CSAAC Continuing Education Workshop agenda.

Date Submitted to CSAAC Board of Directors:

Date(s) for Workshop:

Responsible Director/Workshop Co-coordinator:

Location of Workshop:
(include Map for participants)

Accommodations available:
(include name and numbers for reservations)

Host Lab Staff in attendance:
(list all staff that will be credited with attendance)

Subjects or topics to be covered by this workshop :

Supplies Needed:

Proposed Budget Requirements:

Is there a limited capacity for participants at this workshop Yes- # No

If yes, the Closing Preference Date for CSAAC Member to register by is:

Proposed Fees:

CSAAC Members
Non-Members

Signature of Regional Director or Co-coordinator:

CSAAC CONTINUING EDUCATION WORKSHOP
ATTENDEE LIST
(Workshop Program Form 2)

Region
Date
Responsible Director or Coordinator
A.M. Session P.M. Session (please check one)

Name (please print)	Lab Name or Address	Signature

CSAAC CONTINUING EDUCATION POST WORKSHOP SURVEY

(Workshop Program Form 3)

This survey is to be completed by each workshop participant

1. Did the workshop topic(s) meet your needs?
 Yes
 No, please explain

2. Was the information provided clear and concise?
 Yes
 No, please explain

3. Would you be interested in a follow-up on any of the topics covered?
 Yes, please name topics
 No

4. What suggestions do you have for future workshops?

5. Was the date and location of this workshop accommodating?
 Yes
 No , please explain

6. Do you have any comments or are you aware of any concerns or issues that need to be addressed?

CSAAC CONTINUING EDUCATION WORKSHOP REPORT
(Workshop Program Form 4)

This Report is to be completed by the Regional Director and returned to the CSAAC Office.

REGION _____
DATE _____
LOCATION _____
DIRECTOR _____

1. ATTACH COMPLETED ATTENDEE LIST - FORM 2
2. ATTACH WORKSHOP AGENDA
3. LIST ISSUES BROUGHT FORWARD

4. LIST IDEAS BROUGHT FORWARD

5. LIST TOPIC WITH SUMMARY AND FOR EACH THE PRESENTER. THEN LIST AND ATTACH HANDOUTS (**AVAILABLE TO BE OFFERED FOR SALE TO NON-ATTENDEES IF APPROPRIATE.**)

6. ATTACH COMPLETED POST WORKSHOP SURVEYS – FORM 3

7. REGIONAL DIRECTOR'S COMMENTS