Proposing and Hosting a CSU ISTeC Workshop
January 31, 2006

ISTeC Workshops in Information Science and Technology (IS&T) at Colorado State University (CSU) serve as forums for academic departments, the Information Science and Technology Center (ISTeC), and industry to collaborate on promoting discussion of timely and intellectually stimulating topics in research and education related to IS&T. In this context, ISTeC broadly defines IS&T as activities pertaining to the design and innovative application of computer, communication, and information systems.

Workshops are designed to enhance our understanding and broaden our vision of IS&T issues; expand and challenge prevailing modes of thought; and increase our range of interests in IS&T. Additionally it is intended that the workshops provide an opportunity for CSU IS&T faculty, staff, and students to interact with the workshop's sponsors/presenters, as well as with each other; stimulating new IS&T research and educational activities; and acquainting workshop sponsors/presenters with CSU. workshops differ from ISTeC Distinguished Lecturers in that they are longer in length and include multiple speakers.

There are two types of workshops that ISTeC is currently focusing on (and we are receptive to considering other types as well). The two types are <u>industry visits</u> and <u>internal research and education meetings</u>.

For industry visits, there have been two main types in the past. In one variation, an IS&T company lets the CSU host know in advance what research and educational topics they want to hear about from CSU, and the host plans a series of presentations accordingly for the company visit to campus. Afterwards, the host follows up with the leaders of that company's group to explore further interaction. The second variation in industrial workshops that ISTeC has sponsored involves an IS&T company coming to the CSU campus to present information about the company and how CSU faculty and students can interact with the company. These can be a half day or full day, and should have detailed agendas so faculty and students can select portions to attend.

The second type, internal CSU workshops, can have a research or an educational focus. The goal of research workshops is to increase the general level of knowledge about IS&T research and to discuss "hot" areas of research, including those that could use an interdisciplinary approach. The goal of educational workshops may involve exploring innovative methods of using IS&T tools and concepts in the teaching of courses in all academic disciplines.

These internal workshops will be brainstorming sessions for faculty and students, and will encourage and facilitate interaction among faculty by providing a vehicle for exploring areas of potential common interest. This will lead to enhancing the scholarly environment in IS&T at CSU. Furthermore, it is important to establish groups that have shared interests as soon as possible so that when appropriate funding opportunities arise they can be recognized as relevant and the CSU proposal response will be more proactive than reactive. Thus, in some cases, these meetings will serve as a catalyst to attract investigators to large proposals.

Industry visit workshops can be proposed by a CSU faculty member or an IS&T company. These workshops should have co-hosts, one a CSU faculty member and the other a company representative.

An internal workshop may be consist of an afternoon (or full day) of presentations by CSU faculty, leaving a lot of time for discussion and interaction. The agenda will be established by the host. In addition, the host may invite an appropriate external speaker (from outside CSU), and ISTeC will cover the expenses. ISTeC also can provide refreshments and assist with publicity. More details are below.

For information about past ISTeC workshops, please see Section 2 of the "Summary of ISTeC Activities."

The rest of this document explains how to propose and host an ISTeC workshop.

1. If there is a workshop you would like to propose, please contact the ISTeC Director, and provide background information, the general topic area for the workshop, and the CSU faculty (and their departments) that may be interested. Workshops also may include as part of the program an external guest lecturer. Please see "Proposing and hosting a CSU ISTeC Distinguished Lecturer" for guidelines on hosting a guest lecturer. The ISTeC Director will discuss the proposal with you.

2. Coordinate with the ISTeC Director to establish the dates for the workshop. The ISTeC Executive Committee must approve the dates and times for the workshop (by email) to help avoid conflicts with other ISTeC activities. The ISTeC Administrative Assistant can assist with contacting the ISTeC Executive Committee and collecting responses.

3. Once a workshop has been approved by the ISTeC Director, please establish an agenda. This must be defined before advertising, announcements, or other logistics can be coordinated.

4. The ISTeC Administrative Assistant will arrange for rooms for the workshop. These rooms are usually in the Lory Student Center. The workshop host will determine the number and sizes of the rooms needed. ISTeC will pay for any usual and customary charges for room use.

5. The ISTeC Administrative Assistant will arrange for refreshments (e.g., coffee, tea, and sodas) to be available for workshop attendees. Depending on the length of the workshop, luncheon also will be coordinated. The host will estimate the number of people to expect.

6. Please work with the ISTeC Administrative Assistant to prepare the publicity materials and avenues for publicity dissemination. Publicity information should include (a) goals of the workshop, (b) titles of the talks, (c) brief biographies of the speakers. Publicity will be prepared by the ISTeC Administrative Assistant for web posting, email dissemination, and hardcopy posting. The host's departmental staff can assist in this as well, if desired by the host. The host and the ISTeC Director must approve all publicity material before it is released. ISTeC will pay for any reasonable charges for hard copy advertising posters and brochures.

7. Please include in all advertising for the event the following ISTeC mission statement and URL: "ISTeC (Information Science and Technology Center) is a university-wide organization for promoting, facilitating, and enhancing CSU's research, education, and outreach activities pertaining to the design and innovative application of computer, communication, and information systems. For more information please see ISTeC.ColoState.edu."

8. Announcement of the ISTeC workshop will be emailed by the ISTeC Administrative Assistant to the same list as specified in the "Proposing and hosting a CSU ISTeC Distinguished Lecturer" guidelines.

9. Additionally, information will be sent to CSU's "e-Comment" by the ISTeC Administrative Assistant. The host should provide a brief single line to appear in the "e-Comment" list of announcements that will express the content of the workshop (not just "ISTeC Workshop").

10. The ISTeC Director will begin each workshop by very briefly stating the ISTeC mission. The workshop host then takes over and is responsible for the rest of the event.

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