Budget and Guidelines for APS/CNM Workshop and Plenary Session Organizers

All workshop-related questions: UMworkshops@anl.gov. Designate a travel allowance for each speaker. Submit your budget by March 1, 2017. For all e-mail correspondence, please include the workshop designation (e.g., APS WK5 or CNM WK6) in the subject line of the e-mail.

There are explicit and important instructions regarding airfare purchases and reimbursements. PLEASE SHARE THIS LINK WITH YOUR INVITED SPEAKERS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Funding</th>
<th># waived speaker regis. fees</th>
<th># waived organizer regis. fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. May 8</td>
<td>a.m. session speaker</td>
<td>$1000</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Mon. May 8</td>
<td>APS half-day parallel plenary</td>
<td>$3250</td>
<td>4</td>
<td>n/a</td>
</tr>
<tr>
<td>Mon. May 8</td>
<td>CNM half-day parallel plenary</td>
<td>$3250</td>
<td>4</td>
<td>n/a</td>
</tr>
<tr>
<td>Tue. May 9 and Wed. May 10</td>
<td>APS and CNM workshops</td>
<td>$6500/full day (or $3250/half)</td>
<td>8 waivers/full day (or 4 waivers/half)</td>
<td>2 waivers/full day (or 1 waiver/half)</td>
</tr>
</tbody>
</table>

Suggested Workshop Schedule:
Follow the coffee break times and lunch times as closely as possible to minimize noise disruptions. Please conclude workshops by 5:00 pm.

8:30 – 8:45     Welcome & Introductory Remarks (15 min.)
8:45 – 9:25     Speaker 1 (40 min.)
9:25 – 10:05    Speaker 2 (40 min.)
10:05 – 10:35   Break (30 min.)
10:35 – 11:15   Speaker 3 (40 min.)
11:15 – 11:55   Speaker 4 (40 min.)
12:00 – 1:30    Lunch
1:30 – 2:10     Speaker 5 (40 min.)
2:10 – 2:50     Speaker 6 (40 min.)
2:50 – 3:20     Break (30 min.)
3:20 – 4:00     Speaker 7 (40 min.)
4:00 – 4:40     Speaker 8 (40 min.)
4:40 – 5:00     Wrap-up and concluding remarks (20 min.)