



CRA-W Discipline Specific Workshops:

Planning Timeline

Before the workshop:

- Submit proposal to CRA-W DSW program for funding.
Notice that DSW has two deadlines: June 15th and December 15th,
- Responses to proposals submitted by June 15th will be sent by August 1st; for submissions received by the December 15th deadline, responses will be sent by Feb 1st.

At least 4 months before workshop:

- Website for the event is available online, URL and event Title is e-mailed to dsw@cra.org.
Our logo should appear as sponsors on the website.
- Begin planning program and inviting speakers/panelists.
- Begin other supplementary fundraising (if you haven't already).
- Reserve rooms or facilities to be used for workshop. If co-locating with a conference, make sure that the conference organizers are aware of your logistic needs.
- Reserve a hotel room block for participants to get discounted rates (if not done by a co-located main conference).

At least 3 months before workshop:

- Begin email publicity to invite participants to apply for the workshop.

Use the DSW flyer provided on the Program page. Send this flyer and all other marketing materials to dsw@cra.org.

Workshops co-located with conferences can get publicity through the conference they've partnered with.

IMPORTANT NOTES on the participant application process:

- Applications should contain the following information in order to decide whom to accept:
 - Degree program
 - GPA
- Since DSW funding comes from NSF, we need some specific information in order to abide by NSF reimbursement and reporting guidelines. Therefore, your application form must include the following:

Name

Email address

University attending

Academic level (Bachelors, Masters, PhD...)

Citizenship status. (Participants supported with NSF support must be citizens or permanent residents of the United States or its possessions)

Gender (options including Male, Female, Non-binary category or something else, No answer)

Race/Ethnicity Identity (options include African-American, Asian, Caucasian, Hispanic/Latino(a), Middle-Eastern, Native American/Alaskan, Pacific Islander, Other)

Disability (options for the question “What is your disability status? (select all that apply)” are No disability, Learning disability, Psychological illness, Vision impairment (do not select this option if your visual impairment is wearing glasses/contacts for being near/far sighted), Hearing impairment, Mobility impairment, Nerve damage, Prefer not to say, Other; please specify)

In addition to this basic information, we suggest you ask applicants for a URL pointing to their CV or background experience, and for answers to questions about career plans and/or why they want to attend the workshop.

Ask participants permission to use photographs taken of them during the workshop.

At least 2 months before workshop:

- Inform applicants whether they have been accepted for the workshop or not.
 - Emphasize that those who need to fly to the workshop should get their tickets as soon as possible. If your event is co-located with a larger conference, make sure that your notification date is aligned with the conference dates for early-bird registration, hotel reservation, etc.

- Give workshop participants information on how to reserve hotel rooms.

Approximately 1 month before workshop:

- Final planning details, e.g. rooms, food, speakers, activities that the students have to prepare for.
- Update your website with agenda information; send the agenda information to dsw@cra.org.
- You will receive an email from the Center for Evaluating the Research Pipeline (CERP). CERP is the CRA's evaluation team whose goal is to evaluate the effectiveness of programs aimed at increasing women and minority individuals' participation in computing. CERP requests that you complete a review of the online feedback surveys for speakers and participants. Please complete this request within one week.

During the workshop:

- Have fun and inspire them!
- Take photos of the groups and the speakers.
- Emphasize the importance of responding to the feedback survey participants and speakers will receive by e-mail from dsw_eval@cra.org following the workshop. In order for eligible workshop participants to receive their reimbursement from CRA, they are required to complete the feedback survey. **Feedback from participants and speakers is crucial to continued funding for this program.**

End of the workshop:

- At the end of the workshop, send the completed CRA Participant and Speaker Data Collection Form to dsw@cra.org. ***Important*** CRA will be unable to issue any workshop reimbursements until the completed form is received. Please send the completed form no later than 2 business days after the workshop in order to avoid reimbursement delays.
- After the CRA Participant and Speaker Data Collection Form is received, CERP will distribute the feedback survey to participants and speakers. CERP will generate a feedback report(s) for you. Please note if less than 5 respondents complete a given survey, no feedback report will be generated.
- 2 weeks after the workshop, provide a one page report to dsw@cra.org
The report should address the following sections: lessons learned from the workshop, continuity ideas from workshop participants and hosts, and include a section on feedback. The feedback section should have 1-2 quotes from students that will help CRA-W understand the impact of the workshop. In addition, please include in your report 1-2 photographs.