



Call for Short Course Proposals

16th Global Congress on Process Safety

The Global Congress on Process Safety will once again be featuring short courses available around the schedule of the conference's technical sessions. If you would like to teach a short course at the 2020 GCPS, please send a short course proposal to GCPS_chair@aiiche.org.

All proposals must be submitted by **November 15, 2019** in order to be considered. The short courses should be one day in length (9:00AM – 5:00PM) and on a topic relevant to process safety. Please make sure that your short course proposal includes:

- Overview and/or agenda for the content of the short course
- Biography/background of the short course instructor
- A/V requirements for the course (projector, screen, flipcharts, etc.)
- Course materials that will be distributed (if a CCPS book is needed please indicate the book title)

Agreement between AIChE and Short Course Instructors

The American Institute of Chemical Engineers (AIChE) and the short course instructor will equally split net revenues for the proposed short course to be held at the 2020 Global Congress on Process Safety in Houston, TX. The courses will take place on Sunday, March 29, 2020. The cost to attend the short course will be either \$500 or \$600 depending on whether or not a CCPS book will be included in course materials given out. Expenses that will be deducted from gross revenue include:

- Audio/Visual equipment rental
- Coffee/snack costs (lunch will not be served)
- CCPS books given as course materials
- Shipping cost of course materials
- Site, marketing, registration, and organization costs

AIChE will provide the room for the short course at no charge, while instructors will be responsible for paying their travel to conduct the short course, as well as any room and board expenses.

AIChE will collect all registration fees. Upon completion of the course, AIChE will make a payment to the short course instructors 1-2 months after the course has been completed. AIChE reserves the right to cancel the short course should there be insufficient attendance.

If you have any questions, please contact Jing Chen at jingc@aiiche.org or at 646-495-1369