

MAANZ Workshop Events

As part of our commitment to expand the mosaic artform and to educate the mosaic art community, MAANZ has created a “MAANZ workshop event” that enables teachers to share their art talent and art practice to a broader MAANZ community.

We run these MAANZ workshops events even if they only break even as part of our education program. Our intention, however, is to make some money from these events which ultimately are returned to our MAANZ community through prize monies and other opportunities.

MAANZ receives the attendance fees via our website and reimburses the teacher for their per diem teaching rate, airfare or fuel reimbursement and transport costs from the airport of the host State and back if required.

MAANZ will pay for the hire of a hall to host the workshop event and will pay a budget fee of \$30 per day for tea/coffee for the participants. MAANZ will also pay for a local paper advertisement to encourage non MAANZ members to attend a MAANZ event.

International presenters wishing to teach at a MAANZ event must contact the president, at president@maanz.org, with details of timing, topic and location so that they can be approved by the Events committee. Then the state reps can be contacted to arrange details. Note that the costs of internal flights are covered by MAANZ, but not international flights.

Where a workshop teacher is travelling to more than one State, then the return airfare fee, from whichever State is the departure State shall be shared amongst the MAANZ workshop event participating States. Accommodation costs are not covered but if the teacher is billeted with a participant then that participant is entitled to a free place in the workshop.

In order to ensure quality of teaching, the maximum number of places must be limited and this number advertised to participants.

When planning a workshop, make contact with MAANZ Workshop Facilitator, currently (May 2016) Noula Diamantopolous, who can help you with the process.

A workshop will have a **cutoff date**. This date serves three purposes

1. If the numbers registered to attend by the cutoff date is less than the minimum then it is cancelled and all registration fees are returned. If people are likely to book flights to attend or teach then this cutoff date should be three weeks ahead, else one week.

2. If anybody cancels before the cutoff date then they get a refund of the registration fee less \$20 admin. If they cancel after that date then there is NO refund, and they look to someone else to fill that place.

3. On the cutoff date a definite go-ahead should be emailed to participants so they can confirm travel and accommodation arrangements if required.

The finances for a MAANZ workshop are calculated as follows

Expenses paid by MAANZ

- Teacher fees (Incl GST) - \$330 per day, \$165 per half day.
- Teacher travel costs.
- Room hire
- Refreshments at \$30 per day
- Ad in local paper (MAANZ will advertise the workshop for free on the website, the state newsletter and the eMag)

Income

- Registration fees for MAANZ members \$120 per day \$60 per half day, for non-MAANZ members \$135 per day \$67.50 per half day.
- Note that the registration fees must be paid in full on registration (no deposits taken). They will be refunded in full if the event is cancelled.

Once the expenses are known, the breakeven number of registrants can be calculated by the event organiser.

Note that materials fees are **in addition** to the registration fee and will be reimbursed to the teacher or whoever supplied the materials.

Process

Once a workshop has been planned and costs have been approximated then the details, including the cutoff date, min and max participants, and the materials fee should be advertised on the MAANZ website some months in advance. The website will accept registrations and automatically notify the event organiser.

If there is a cancellation before the cutoff date, the organiser informs the treasurer who will reimburse the participant less a \$20 admin fee.

On the cutoff date, if the minimum number has been reached, the organiser will email all participants confirming the workshop and provide details of what to bring etc. If the minimum has not been reached, then the event is cancelled and all registrants are refunded in full.

Any event organized outside of these guidelines (eg presenter setting rates at \$400 per

day or \$x per participant) is not a MAANZ event and the finances, organisation and advertising are a private matter.

MAANZ Demonstration and Presentation Events

These events would last 1 – 4 hours and are not hands on. The presenter is not paid. The fee for this event is up to \$5 or less for MAANZ members (maybe up to \$10 for non-members) and this fee is to cover the cost of refreshments that will be supplied by the host. Finances for these events are handled locally. Advertising is free on the website, state newsletters and the eMag.